



University

1993-94 Student Handbook

It is a pleasure to welcome new and returning students to the La Salle Campus for the new academic year. As a new Dean I hope to be involved in planning additional events on campus for you to enjoy. Meanwhile, take good care of this handbook. It lists most of the people, services, places, and guidelines which effect your relationship with the University. The policies outlined here can be very important in making your life at La Salle easier; the activities will certainly make it more fun. Best wishes for a great year!



**Barbara C. Millard,
Ph.D.**
Dean, Arts & Sciences

A hearty and sincere word of welcome to all our new students and a warm welcome back to returning students from all of us in the Admissions Office. Here in Admissions, the staff and I have had the opportunity to meet with a majority of you as you made the college choice that led you to La Salle University. In the Christian Brothers tradition of excellence in education, let me then offer you a wholehearted welcome to our campus. Take full advantage of the positive aspects that attracted you to La Salle in the first place. The personal education that you strive for can be a reality here.

Speak with professors and administrators. Learn from them and from your peers. If I can help you in any way, please come see me. Once again, welcome and best wishes as a member of the La Salle family.



**Brother Gerald
Fitzgerald, F.S.C.**
Director of Admissions

LaSalle!

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PEOPLE PEOPLE TO KNOW

951-
EXT.

CAMPUS LOCATION

PRESIDENT

Executive Assistant to the President
Provost
Vice President for Business Affairs
Vice President for Development
Vice President for Enrollment Services
Vice President for Student Affairs

Br. Joseph Burke, F.S.C.
Dr. Alice L. Hoersch
Dr. Daniel C. Pantaleo
Mr. David C. Fleming
Dr. Fred J. Foley, Jr.
Mr. Raymond Ricci
Dr. Raymond P. Heath

Peale Estate
Peale Estate
315 Administration Center
119 Administration Center
403 Administration Center
Peale Estate
309 Administration Center

1010
1010
1015
1050
1540
1079
1017

ACADEMIC COMPUTING

Director of Academic Computing
Assistant Director
Assistant to the Director
Senior Technical Advisor
Desktop Publishing Specialist
Video Network Coordinator

Dr. Stephen Longo
Mr. Mark Purcell
Ms. Joanne Brown
Mr. Ralph Romano
Mr. Herb Ramirez
Mr. Raymond A. Cardillo

128 Holroyd Hall
200 Olney Hall
Wister Hall Lower Level
Wister Hall Lower Level
200 Olney Hall
200 Olney Hall

1255
1907
1803
1801
1907
1875

ACADEMIC DISCOVERY PROGRAM

Director of Academic Discovery Program
Assistant Director/Counselor
Coordinator of Tutorial Services

Mr. Robert Miedel
Mr. Len Daniels
Mr. Burton Sternthal

310 Olney Hall
312a Olney Hall
312b Olney Hall

1084
1084
1084

ADMINISTRATIVE COMPUTING

Director of Computer Resources

Mr. Jack Porcelli

302 College Hall

1045

ADMISSIONS

Director of Admissions
Associate Director
Assistant Director
Assistant Director
Assistant Director
Assistant Director
Admissions Counselor

Br. Gerald Fitzgerald, F.S.C.
Mr. Marshall Jenkins
Ms. Maryhelen Driscoll
Mr. Raul Fonts
Mr. Thomas Crane
Ms. Jennifer Service
Ms. Miriam Robinson

Second Floor Benilde Hall
Second Floor Benilde Hall
Second Floor Benilde Hall
Second Floor Benilde Hall
Second Floor Benilde Hall
Second Floor Benilde Hall
Second Floor Benilde Hall

1500
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1500

Director of Alumni
Associate Director
Assistant Director

1535 First Floor Benilde Hall
1535 First Floor Benilde Hall
1535 First Floor Benilde Hall

Curator of Art Museum

Lower Level Olney Hall
1221

Dean, School of Arts and Sciences

1042	310 Administration Center
1042	310 Administration Center
1042	310 Administration Center

**Director of Academic Support Services
for Student Athletes**

Second Floor Hayman Hall 1521

Director of Recreation and Intercollegiate Athletics
Associate Director/Building Director
Assistant Director/Coordinator of Women's Athletics
Assistant Director/Sports Information

1516	Second Floor Hayman Hall
1524	Second Floor Hayman Hall
1523	Second Floor Hayman Hall
1513	Second Floor Hayman Hall

Assistant Director of Sports Information

Ms. Colleen Corace

Mr. Robert Vetrone

Mr. Peter D'Orazio

Mr. John Lyons

Mr Andy Palagan

Mr. Edward Lawless

MIL, LUWAIU LAWLESS

Ms. Kathleen DeAngelo

Director of Audio-Visual Services

119 Olney Hall 1220

Dean, School of Business Administration

209 Administration Center	1040
209 Administration Center	1040

PEOPLE PEOPLE TO KNOW

951-
EXT.

CAMPUS ADDRESS

BUSINESS ADMINISTRATION (CONTINUED)

Assistant Dean
Director of Master of Business Administration
Assistant Director

Ms. Susan Mudrick
Mr. Gregory Bruce
Mr. Brian Niles

1104
1057
1057

BUSINESS OFFICE

Vice President for Business Affairs
Assistant Vice President for Business Affairs/
Affirmative Action Officer

Mr. David C. Fleming
Ms. Rose Lee Pauline

1050
1014

Comptroller

Assistant Comptroller

Bursar

Director of Purchasing

Manager of Student Loans

Internal Auditor

Mr. Paul V. McNabb
Mr. James E. Cooper
Ms. Marina A. Grace
Mr. Kenneth G. Smith
Ms. Rita Marie Bocchinfuso
Ms. Rita M. Marinari

1050
1050
1055
1863
1054
1831

CAMPUS MINISTRY

Director of Campus Ministry
Associate Director
Associate Director
Associate Director

Br. Charles Echelmeier, F.S.C.
Ms. Rosemary Barbera
Sr. Margaret Kelly, R.S.M.
Rev. Richard Wojnicki, O.S.F.S.

1048
1048
1048
1048

CAMPUS STORE

Manager of Campus Store
Assistant Manager
Assistant Manager of Textbooks

Mr. Michael D. Lyons
Mr. Timothy Hassall
Ms. Cathy Kelly

1397
1395
1397

CAREER PLANNING AND PLACEMENT BUREAU

Director of Career Planning and Placement
Associate Director
Assistant Director
Job Developer/Counselor

Mr. Louis A. Lamorte, Jr.
Ms. Genevieve Carlton
Ms. Trish Shafer
Ms. Michelle Patterson

1075
1075
1075
1075

Director of Communications
Assistant Director

Mr. Raymond E. Ulmer
Mr. Kenneth Hong

Peale Estate — Gate House

1849
1085

Director of Counseling Center
University Psychiatrist
Assistant Director
Counseling Psychologist
Counseling Psychologist
Alcohol and Other Drug Program

Dr. Frank Schreiner
Dr. Gary Glass, M.D.
Dr. Peter Filicetti
Br. Arthur Bangs, F.S.C.
Dr. Suzanne Boyll
Mr. Robert J. Chapman

First Floor McShain Hall
First Floor McShain Hall
First Floor McShain Hall
First Floor McShain Hall
First Floor McShain Hall
First Floor McShain Hall

1355
1355
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1355

Manager of Student Loans

Ms. Rita Marie Bocchinfuso

106 Administration Center

1054

Accounting
Biology
Chemistry
Communications
Economics
Education
English
Finance
Fine Arts
Foreign Languages
Geology/Physics
History

Dr. John Reardon
Dr. Norbert Belzer
Dr. Thomas Straub
Br. Gerard Molyneux, F.S.C.
Dr. Richard Geruson
Br. Lawrence Colhocker, F.S.C.
Dr. James Butler
Dr. Lester Barenbaum
Dr. Beverly T. Marchant
Dr. Bernhard Blumenthal
Dr. Henry A. Bart
Dr. Theopolis Fair
Mr. Madjid Tavana
Dr. Sharon Javie
Dr. Charles E. Hoffman, III
Dr. Michael Kerlin
Mr. Kenneth Hill
Dr. David Falcone
Dr. David Efromyson
Dr. Judith C. Stull

308D College Hall
212 Holroyd Hall
310 Holroyd Hall
147 Olney Hall
250 Olney Hall
258 Olney Hall
141 Olney Hall
422 College Hall
235 Wister Hall
241 Olney Hall
07 Holroyd Hall
341 Olney Hall
414C College Hall
304B College Hall
132 Olney Hall
217 Wister Hall
359 Olney Hall
117A Holroyd Hall
215 McShain Hall
350 Olney Hall

1029
1245
1263
1844
1178
1191
1145
1649
1226
1200
1268
1090
1129
1182
1130
1320
1122
1270
1335
1108

Sociology, Social Work, Criminal Justice

PEOPLE PEOPLE TO KNOW

951-
EXT.

CAMPUS ADDRESS

DEVELOPMENT

Vice-President for Development

Director of Development

Director of Annual Fund

Assistant Director of Annual Fund

Director of Planned Giving

Director of Public Affairs

Research Associate

Dr. Fred J. Foley, Jr.

Br. Charles E. Gresh, F.S.C.

Mr. John Meko

Mr. Arthur C. Stanley

Br. Andrew Bartley, F.S.C.

Mr. Richard Van Fossen

403 Administration Center

407 Administration Center

406 Administration Center

404 Administration Center

401 Administration Center

405 Administration Center

404 Administration Center

1540

1539

1539

1837

1881

1881

1837

DUPLICATING

Director of Duplicating and Mail Services

Ms. Linda Ferrante

McCarthy Stadium East Stands

1534

FINANCIAL AID

Vice President for Enrollment Services

Director of Financial Aid

Associate Director

Assistant Director

Financial Aid Counselor

Financial Aid Counselor

Loan Officer

Mr. Raymond Ricci

Ms. Wendy McLaughlin

Ms. Christine Tiano

Ms. Aquila Galgon

Ms. Amy Butler

Ms. Andrea Mahee

Ms. Noel E. Sullivan

Peale Estate

First Floor Benilde Hall

First Floor Benilde Hall

First Floor Benilde Hall

First Floor Benilde Hall

First Floor Benilde Hall

First Floor Benilde Hall

1079

1070

1070

1070

1070

1070

1070

FOOD SERVICE

Director of Food Service

Director of Catering and Conferences

Assistant Director of Purchasing

Assistant Director of Operations

Union Building Operations Manager

Union Building Production Manager

North Dining Hall Manager

Catering Manager

Gold Card Account Manager

Mr. Stephen C. Greb

Ms. Susan M. Dunham

Mr. Robert A. Nyce

Mr. Peter Vernon

Mr. Gary Blumenthal

Mr. Glenn Jones

Ms. Diane Floyd

Ms. Rebecca Emswiler

Mr. Joseph L. Smallberger

La Salle Union Lower Level

La Salle Union Lower Level

La Salle Union Lower Level

La Salle Union Lower Level

La Salle Union Lower Level

La Salle Union Lower Level

North Dining Complex

La Salle Union Lower Level

La Salle Union Lower Level

1388

1388

1388

1388

1418

1418

1740

1419

1LSU

GOVERNMENT AFFAIRS

Director of Government Affairs

Mr. Edward A. Turzanski

232 Wister Hall

1391

GRADUATE PROGRAMS

Bilingual/Bicultural Studies
 Central and Eastern European Studies
 Education
 Graduate Religion
 Human Services Psychology
 Master of Business Administration
 Master of Pastoral Counseling
 Master of Science in Nursing

Dr. Leonard Brownstein
Dr. Leo Rudnytzky
Dr. Gary Clabaugh
Rev. Leo Van Everbroeck, C.I.C.M.
Dr. John J. Rooney
Mr. Gregory Bruce
Rev. Leo Van Everbroeck, C.I.C.M.
Dr. Mary Lou McHugh

203 Administration Center	1203
240 Olney Hall	1204
203 Administration Center	1196
Good Shepherd	1350
203 Administration Center	1282
209 Administration Center	1057
Good Shepherd	1350
M-10 Wister Hall	1430

HEALTH SERVICES

Director of Student Health Services
Medical Director
Medical Director
Nurse Practitioner
Nurse Practitioner
Nurse Practitioner
Athletic Trainer
Assistant Athletic Trainer

Ms. Laura McKenna	St. George Hall, North Halls
Dr. John Marcolis, M.D.	St. George Hall, North Halls
Dr. Philip Taylor, M.D.	St. George Halls, North Halls
Ms. Mary Bressler	St. George Hall, North Halls
Ms. Janet Byrne	St. George Hall, North Halls
Ms. Janet Mullen-Krim	St. George Hall, North Halls
Mr. Bill Gerzabek	Lower Level Hayman Hall
Ms. Lisa M. Poli	Lower Level Hayman Hall

St. George Hall, North Halls	1565
St. George Hall, North Halls	1565
St. George Halls, North Halls	1565
St. George Hall, North Halls	1565
St. George Hall, North Halls	1565
St. George Hall, North Halls	1565
Lower Level Hayman Hall	1519
Lower Level Hayman Hall	1519

HONORS PROGRAM

Director of Honors Program

Mr. John Grady

Lower Level McShain Hall

HUMAN RESOURCES

Director of Human Resources
Assistant Director

Ms. Susan Rohanna
Ms. Marvann S. Maugle

103 Administration Center	1013
101 Administration Center	1474

INSTITUTIONAL RESEARCH

Director of Institutional Research

Dr. David Adams

Peale Estate
1428

INTERNATIONAL STUDENT ADVISING

International Student Advisor

Ms. Elaine O'Halloran-Mshomba, J.D.

200 Administration Center
1948

LA SALLE IN EUROPE

Director of La Salle in Europe

Dr. Bernhard Blumenthal

241 Olney Hall
1200

LIBRARY

Director of Library Services
Collection Development/Acquisitions Librarian
Reference Librarian (Serials Coordinator)

Second Floor Connelly Library
First Floor Connelly Library
First Floor Connelly Library

1285
1290
1287

PEOPLE PEOPLE TO KNOW

351-
EXT.

CAMPUS ADDRESS

LIBRARY (CONTINUED)

Reference Librarian (Inter-Library Loan)
Reference Librarian (On-line Services)
Reference Librarian (Bibliographic Instruction)
Reference Librarian
Head of Cataloging/Systems Librarian
Media Services Librarian

Mr. W. Stephen Breedlove
Ms. Eithne Bearden
Ms. Bernetta Robinson
Ms. Suzanne Levitas
Mr. John McAskill
Ms. Arleen Zimmerle

First Floor Connelly Library 1287
First Floor Connelly Library 1287
First Floor Connelly Library 1287
First Floor Connelly Library 1287
First Floor Connelly Library 1874
Lower Level Connelly Library 1295

MULTI-CULTURAL AND INTERNATIONAL AFFAIRS

Asst. Provost, Multi-Cultural/International Affairs
Coordinator of School Initiatives
International Student Advisor
Coordinator of Research and Outreach

Dr. Joanne Jones Barnett
Mr. James Gordon
Ms. Elaine O'Halloran
Br. Miguel Campos, F.S.C.

200 Administration Center 1948
200 Administration Center 1948
200 Administration Center 1948
200 Administration Center 1948

NEWS BUREAU

Director of News Bureau
Associate Director
Staff Assistant

Mr. Robert S. Lyons, Jr.
Ms. Rosalie Lombardo
Mr. Darren Boyle

Second Floor Benilde Hall 1081
Second Floor Benilde Hall 1081
Second Floor Benilde Hall 1081

PHYSICAL FACILITIES

Director of Physical Facilities
Assistant Director
Assistant Director
Superintendent of Maintenance and Repairs

Mr. Hubert A. Thomas
Mr. Carl Searfoss
Mr. Fred Long
Mr. Dave Hebert

Physical Facilities 1315
Physical Facilities 1315
Physical Facilities 1315
Physical Facilities 1315

PROVOST

Provost
Asst. Provost, Administration
Asst. Provost, Multi-Cultural/International Affairs

Dr. Daniel C. Pantaleo
Mr. Gerald J. Johnson
Dr. Joanne Jones Barnett

315 Administration Center 1015
315 Administration Center 1065
200 Administration Center 1948

REGISTRATION

Registrar
Assistant Registrar
Assistant Registrar

Mr. Dominic Galante
Ms. Jean Landis
Br. John Owens, F.S.C.

301 Administration Center 1020
301 Administration Center 1020
301 Administration Center 1023

RESIDENT LIFE

Director of Resident Life	Mr. Ronald Diment	Resident Life Office, North Halls	1550
Assistant Director for Judicial Affairs	Mr. Alan Wendell	Resident Life Office, North Halls	1550
Assistant Director for Supervision	Ms. Julie Cohen	Resident Life Office, North Halls	1550
Assistant Director for Development	Ms. Ann T. Isely	Resident Life Office, North Halls	1550
Housing Facilities Manager	Mr. Sean J. Drea	Housing Utility Building	1869
Housing Services Manager	Ms. Jeri Brockington	Resident Life Office, North Halls	1550

SECURITY AND SAFETY

Director of Security			
Chief of Crime/Fire Prevention	Mr. Kevin M. McKenna	Peale Estate — Carriage House	1310
Patrol Manager	Mr. Frank Wiedmann	Peale Estate — Carriage House	1310

SCHOOL OF CONTINUING STUDIES

Dean, School of Continuing Studies	Dr. Glenda Kuhl	226 Administration Center	1240
Associate Dean/CEW Director	Dr. Edna Wilson	220 Administration Center	1060
Admissions Services	Mr. James Rook	219 Administration Center	1235

SCHOOL OF NURSING

Dean, School of Nursing	Dr. Gloria Donnelly	Wister Hall	1430
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STUDENT AFFAIRS

Vice President for Student Affairs	Dr. Raymond P. Heath	309 Administration Center	1017
Assistant to the Vice President	Ms. Nancy Brewer	308 Administration Center	1374

STUDENT LIFE

Director of Student Life	Ms. Kathleen E. Schrader	205 La Salle Union	1371
Assistant Director for Activities Programming		205 La Salle Union	1371
Assistant Director for Organization Advising	Ms. Karen Shields	205 La Salle Union	1371
Assistant Director for Union Operations	Ms. Ann Marshall	La Salle Union Information Center	1375
Administrative Assistant for Union Operations	Ms. Jennifer H. Gross	La Salle Union Information Center	1375

URBAN STUDIES

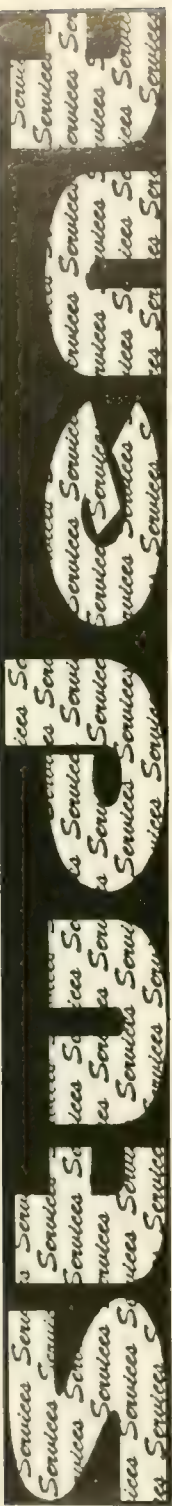
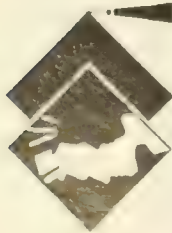
Director Urban Studies & Community Services Center	Ms. Millicent Carvalho	1923 West Olney Avenue	1187
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WOMEN'S STUDIES PROGRAM

Director of Women's Studies Program	Dr. Elizabeth Paulin	264 Olney Hall	1181
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WRITING CENTER

Director of Sheekey Writing Center	Dr. Mary C. Robertson	203 Olney Hall	1299
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Academic Computing & Technology

Academic Computing & Technology operates the main computer lab for students to use in conjunction with their homework assignments and classroom projects.

- ❖ Computer Science/Business Computer Lab
Wister Computer Complex (Wister Lower Level)
Monday–Thursday 8:00 a.m.–11:00 p.m.
Friday 8:00 a.m.–7:00 p.m.
Saturday 9:00 a.m.–7:00 p.m.
Sunday 12:00 p.m.–7:00 p.m.
951–1803

Summer and holiday hours will be posted in lab areas.

Academic Discovery Program

The Academic Discovery Program (ADP) is a special admissions program offering pre-college summer courses and, during the academic year, tutoring, counseling, and advisement services for ADP students.

- ❖ Olney Hall — Room 310
951–1084

Admissions Office

The Admissions Office encourages La Salle students to be involved in the recruiting and admissions process and encourages referring potential students to the office. The Admissions Office also uses student volunteers in various admissions activities including Open House, Discover the Difference Programs (DDP), and campus tours.

- ❖ Benilde Hall — Second Floor
Monday–Friday 8:30 a.m.–4:30 p.m.
951–1500



Alcohol and Other Drug (AOD) Program

Factual information about alcohol, other drugs, and their use and abuse is hard to come by. As a result, myths, half-truths, misinformation, and rumor often influence an individual's decisions about using alcohol and/or other drugs.

Resource Center:

A resource center is located in the Counseling Center to assist students, staff, and faculty with papers, projects, or research being conducted regarding alcohol, other drugs, or

Peer Education:

Student volunteers work with other students providing information about alcohol and other drugs. The goal is to heighten awareness about the impact alcohol and other drugs may have on all areas of an individual's life so that he/she can make informed choices.



It is the mission of this program to provide accurate information about psychoactive substances, educate the La Salle community about the realities of alcohol and other drug use, and provide referral and/or treatment for problems associated with abuse.

related issues. Access to international computer bulletin boards regarding AOD issues is available.

Peer Educators will attend a series of educational workshops providing them with necessary background information about alcohol and other drug use and abuse.

Once training is completed, Peer Educators will work in pairs or small groups to plan and implement workshops, social functions, and/or other alternate activities.

- ❖ Counseling Center, McShain Hall
Monday-Friday 8:30 a.m.-4:30 p.m.
and by appointment
951-1355

Alumni Office

The Alumni Office coordinates the activities of the La Salle University Alumni Association and its committees, organizes class reunions, updates mailing lists and other records, and attempts to maintain communication with some 36,000 alumni. The office is open year round.

- ❖ Benilde Hall — First Floor
Monday-Friday 8:30 a.m.-4:30 p.m.
951-1535



Student
Student
Student
Student

Student
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Student
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Student
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Student
Student

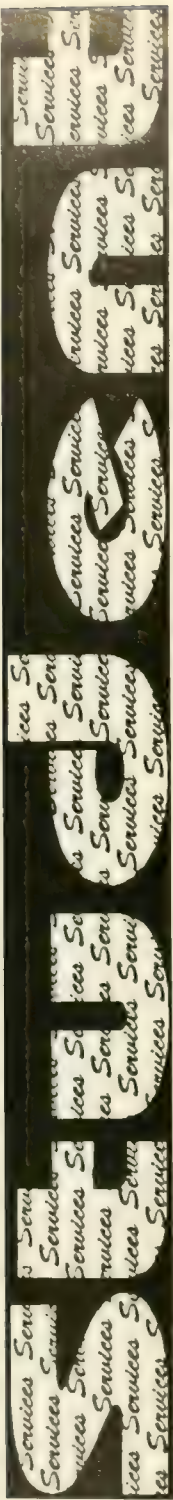
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Art Museum

The Art Museum at La Salle University opened its doors in 1976 as a cultural resource for the neighborhood surrounding the University and the University's own students. Its art collection represents the only permanent display of paintings, drawings, and sculpture of the Western tradition offered by a college museum in the area. An objective of the Museum is to develop a comprehensive collection that documents the major styles and themes of Western art since the Middle Ages.



In addition to the paintings on permanent exhibit, the Museum has a collection of Old Master prints and drawings from the nineteenth and twentieth centuries. Selections from these works, often supplemented by loans from other museums, make up temporary exhibitions held four or five times a year. The Museum's educational programs are increasingly interdisciplinary and supplement the humanities, social sciences, and other departments. An audio-taped tour of the museum is available to all students, free of charge.

Museum Associates

The Museum Associates is a volunteer student organization which draws its members from all academic fields of the University. They play an integral part in the operation of the Museum and enrich the cultural life of the community through sponsored events.

Members are asked to volunteer one free period each week to assist in the daily operation of the Museum. Students may join at any time



by stopping in at the Art Museum and signing up at the front desk or by calling 951-1221.

- ❖ Olney Hall — Lower Level
 - Tuesday-Friday 11:00 a.m.-4:00 p.m.
 - Sunday 2:00 p.m.-4:00 p.m.
- Group tours by special arrangement
- Free Admission
- 951-1221

Athletics

La Salle is committed to a strong athletic program, a commitment strengthened with the University's move into the Midwestern Collegiate Conference (MCC) for the 1992-93 season. La Salle will begin its second full season in the MCC as it strives to maintain its athletic excellence. The conference receives automatic bids in basketball, baseball, and soccer.

La Salle University sponsors twenty-two (22) varsity sports and several club teams. Three other programs (cheerleading, the dance team, and the pep band) are also affiliated with the intercollegiate program.

- ❖ Hayman Hall - Second Floor
 - Monday-Friday 8:30 a.m.-5:00 p.m.
 - 951-1516

MEN (11)

Baseball
Basketball
Crew
Cross Country
Golf

Outdoor Track & Field
Soccer
Swimming
Tennis
Wrestling

Indoor Track & Field

WOMEN (11)

Basketball
Crew
Cross Country
Field Hockey
Indoor Track & Field
Outdoor Track & Field

Soccer
Softball
Swimming
Tennis
Volleyball

Audio-Visual Services

Audio-Visual Services aids students in the understanding, use, and production of course-related audio-visual materials, i.e., overhead transparencies, audio tapes, videotapes, and slides. In addition, the department helps students reserve and schedule specific equipment needed for classroom presentations. Students who want to enhance a classroom presentation should make an appointment to receive assistance.

More detailed information concerning the equipment and services of this department can be found in the *Audio-Visual Services* brochure available in the department.

❖ Olney Hall — Room 119

Monday–Thursday 8:15 a.m.–10:00 p.m.
Friday 8:15 a.m.–4:30 p.m.
Saturday 8:45 a.m.–4:45 p.m.
951–1220

Backstage

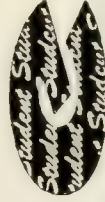
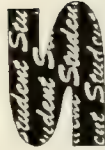
Open since 1987, Backstage is La Salle University's high energy alcohol-free night club. With the adjoining restaurant, Intermissions (see "Food Service"), students can either relax after a night of studying and have a bite to eat or enjoy the best of local, regional, and national entertainers on the college circuit. During 1992-93, over 50 live events were sponsored including bands, solo artists, comedians, magicians, and blockbuster movies. All varieties of music are programmed by the nightly DJ. Recent renovations to the lighting and sound equipment make Backstage the most exciting place to be after-hours on campus. All students are encouraged to enjoy this facility and organizations

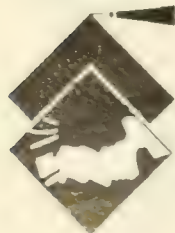


are invited to sponsor events. Entertainment and programming information is available from BackPAC, the Backstage Programming Activities Committee. Facility information can be received from the Union Building Operations Manager (Food Service department).

❖ Backstage

Monday Closed (unless otherwise noted)
Tuesday–Thursday 8:00 p.m.–12:00 a.m.
Friday–Saturday 8:00 p.m.–1:00 a.m.
Sundays Closed
951–1381/1371 BackPAC
951–1857 Intermissions





Barber Shop

Pete Paranzino has been operating the La Salle Union Barber Shop since 1939. Students, faculty, and administrators are all invited to use the barber's services.

Bursar

The Bursar's Office accepts payment for tuition, room and board expenses, fines, damage charges, instructional materials payment vouchers (IMPV's), as well as deposits for the Gold Card. Stafford Loan checks are endorsed in the Bursar's Office.



Campus Ministry

Campus Ministry at La Salle is people, a place, programs and, most importantly, a presence within the community. It is rooted in the University's commitment to a broad range of human and Christian values.

Campus Ministry can be an experience which will expand horizons, invite exploration, and engender the growth for which all strive as persons of integrity.

Campus Ministry seeks to minister, and enable others to minister, with those on the campus and beyond. Campus Ministry holds a basic belief that ministry is an expression of God with us, in us and through us—and seeks to live that kind of life and invites others to do the same.

- ❖ La Salle Union — Lower Level
Monday–Friday 1:00 p.m. – 6:00 p.m.
951–1229

Student organizations can make deposits and withdrawals from their accounts in the Bursar's Office. Withdrawals are limited to \$50.00 per day and must have proper authorization.

- ❖ Administration Center — First Floor
September–May
Monday–Friday 9:00 a.m.–3:00 p.m.
(June–August closes Friday at 2:30 p.m.)
951–1055

Campus Ministry encourages involvement in liturgical ministries, retreats, Project Appalachia, Week of Hope, and various other on-going community service projects such as the La Salle Committee for the Homeless and AIDS Outreach. Staff members are available for information on long term volunteer and religious life commitments, personal counseling, spiritual direction, and social events.

- ❖ College Hall — First Floor
Office: Monday–Friday 8:30 a.m. – 4:30 p.m.
Liturgies:
Monday–Friday 12:30 p.m.
Sunday 11:00 a.m., 6:30 p.m.
951–1048

Campus Store

The Campus Store is located on the first floor of Wister Hall. All books, required or recommended for classes, are available in the self-serve textbook area. The expanded general book department provides reference books, best sellers, new releases, and other titles chosen to appeal to the University community. A large selection of La Salle sportswear is available in the clothing department. In addition, the Campus Store supplies stationery, greeting cards, gifts, CD's, and tapes.

- ❖ Wister Hall — First Floor
- Monday–Thursday 9:00 a.m. – 7:00 p.m.
- Friday 9:00 a.m. – 3:30 p.m.
- Extended hours for Textbook Sales at the beginning of each semester
- 951-1395 (Customer Service)
- 951-1397 (Textbook Desk)

Career Planning

Career Planning assists La Salle students and alumni in their career planning and employment activities. The following are among their many services:

Career Counseling provides the opportunity to formulate or discuss educational plans and vocational goals on a one to one basis with a career counselor.

Career Exploration and World of Work Programs have been designed to help span the gap between the classroom and the work world through on-site observations and informal discussions with a variety of professionals and potential employers.

Job Hunting Workshops, covering such topics as resume writing and interviewing techniques, provide students with the practical skills needed for obtaining employment.

On-Campus Interviews during the senior year allow students to meet with prospective employers and interview for full-time positions.

Credential Service enables education majors to establish a complete record of their university careers including, references, transcripts, and student teaching evaluations which can be sent upon request to any school district.

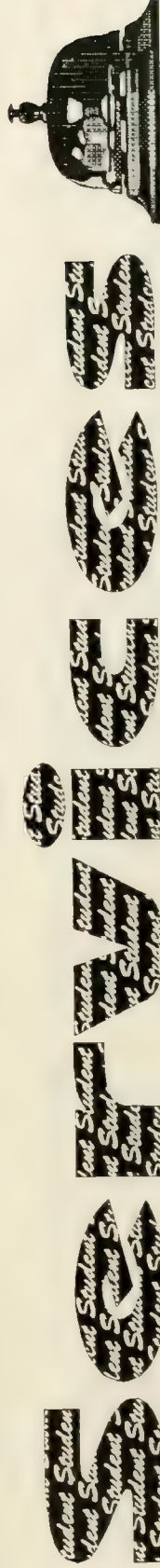
Career Resource Center contains information about potential employers, various career fields, and graduate and professional schools.

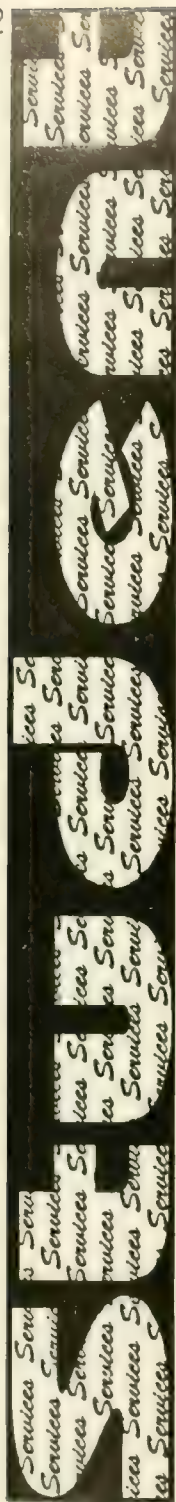
Experiential Opportunities allow students to gain work experience related to their field of study. Academic credit can be earned by **interning** 10 - 15 hours a week for a semester or **co-oping** full-time, on a paid basis, for a period of 3 to 6 months. Either option gives students the opportunity to gain valuable work experience *before* graduation.

Summer Jobs Program gives undergrads a unique opportunity to contact and submit their resumes to area employers for summer jobs.

Summer, Part-time, and Permanent Employment Announcements are available to both students and alumni.

- ❖ Administration Center — Fourth Floor
- Monday–Thursday 8:30 a.m. – 7:30 p.m.
- Friday 8:30 a.m. – 4:30 p.m.
- 951-1075
- 951-1733 (24 hour Telephone Jobline)





Car Trouble

The Department of Security and Safety has jumper cables that students can borrow or they can use Security's "hot start" battery.

- ❖ 24-hours
951-1300

Clubroom

The Clubroom is a recreational area for students to play both classic and the latest video arcade games. A change machine is available. Contact Union Information if you have any questions or concerns.

- ❖ La Salle Union — Lower Level
Monday–Thursday 8:30 a.m. – 9:00 p.m.
Friday 8:30 a.m. – 12:00 a.m.
Closed on Weekends
951-1375 (Union Information)

Continuing Education for Women (CEW)

The Continuing Education for Women (CEW) Program at La Salle is designed to ease the transition into the University for adult women who wish to begin or resume their college education. Although this program is administered through the School of Continuing Studies, women may enter as School of Continuing Studies or Day Division students. Any woman, 24 years of age or older, who has a high school diploma or equivalent, is eligible to apply to this program.

CEW has been a popular and successful educational program at La Salle because of the counseling, direction, and sense of support the women receive. In the CEW program, students receive intensive academic and career counseling both upon enrollment and throughout their participation in the program. Students are invited to orientation programs which focus on study skills and other "survival techniques" for succeeding at the University

and to workshops on various topics of interest, including "Multiples Role of Women" and "The Juggling Act". Besides being informative, CEW programs and workshops bring the students together, creating an informal network or community for support.

After successfully completing fifteen (15) credits of academic course work, the transition to La Salle has been accomplished and students transfer out of the CEW program into the general student population.

- ❖ School of Continuing Studies
Administration Center Second Floor
Monday–Friday
951-1060

Convenience Store — The "L" Stop

The Convenience Store is located at the entrance to the Campus Store. It provides a full line of candy, snacks, beverages, ice cream, and many grocery products. It also stocks magazines and newspapers.

- ❖ Wister Hall — First Floor
Monday–Friday
8:00 a.m. – 10:00 p.m.
Sunday
2:00 p.m. – 10:00 p.m.
951-1689



Counseling Center

Being a college student in the 90's is no simple matter. With that in mind, the Counseling Center offers a wide variety of services to assist students in dealing with the many challenges, changes, and choices that the college years bring. The Counseling Center staff can meet a broad spectrum of student needs ranging from simple requests for information to serious psychological concerns.

For students uncertain about majors or careers, the staff can assist in exploring the many options and in making decisions based on interests, values, and capabilities. FOCUS, a computerized career exploration program, and the Strong Campbell Interest Inventory are two of the tools that can help in that process.

The Center also offers personal counseling to help students identify, clarify, and resolve issues of importance. This may involve building self-esteem, improving communication skills, overcoming shyness, and reducing stress. Psychiatric consultation is available when particularly severe problems occur. In addition to individual counseling, the Center also conducts group

sessions on a variety of topics. Management of test anxiety, assertiveness, overcoming shyness, self-esteem enhancement, and reduction of procrastination are a few of the recent group programs.

The Counseling Center is staffed by experienced, licensed psychologists, an alcohol and other drug counselor, and doctoral counseling interns. Students can schedule appointments by coming to the Counseling Center or by calling the office. In the case of an emergency, students can be seen without scheduled appointments.

The Counseling Center staff maintains strict professional standards of privacy and confidentiality. Information about contacts with a counselor will be released only with written consent or as may be required by law.

- ❖ McShain Hall — First Floor
Monday–Friday 8:30 a.m.–4:30 p.m.
951-1355

Desktop Publishing Center

The Desktop Publishing Center assists the University's faculty, staff, administrators, and students with the production of high-quality, low-cost animated video communications and camera-ready and color-printed documents. Services include

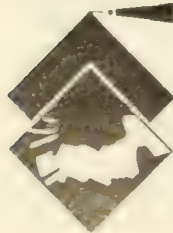
- 📄 publication design
- 📄 textual, graphics, and artwork layout and design
- 📄 technical word processing
- 📄 foreign language word processing



- 📄 typesetting
- 📄 scanning graphics
- 📄 Optical Character Recognition scanning (scanning text)

- ❖ Olney Hall — Room 200
Monday–Friday 8:30 a.m.–4:30 p.m.
951-1907





Financial Aid

The Financial Aid Office provides information concerning the various sources of assistance (i.e., grants, loans, and employment) available to La Salle students. In addition, the office provides counseling services on completing yearly applications as well as special financial circumstances.

❖ The following is a list of important dates to help ensure the best financial assistance:

Benilde Hall — First Floor
Monday–Friday 8:30 a.m.–4:30 p.m.
One night each week until 6:15 p.m.
951-1070

AUGUST

Bills are mailed to students at the beginning of August. Payment is due by the first day of class.

SEPTEMBER

Fall invoices are due.

OCTOBER

Applications for additional aid for Spring are available between October 1-15 and may be obtained at the Financial Aid Office.

The Common Scholarship Application for all scholarships administered by the University is available in the Financial Aid Office.

Applications for the Charlotte Newcombe and School of Continuing Studies Scholarships for Spring are available in the Financial Aid Office.

NOVEMBER

Spring Perkins Loan Promissory Notes are mailed to students awarded a Perkins Loan.

The Common Scholarship Application for all scholarships administered by the University must be received in the Financial Aid Office by November 1st.

Applications for the Charlotte Newcombe and School of Continuing Studies

Scholarship for Spring must be received in the Financial Aid Office by November 1st.

DECEMBER

Spring invoices are mailed the middle of the month and invoices are due the first day of Spring classes. Additional aid award letters for Spring are mailed with a two (2) week response deadline.

JANUARY

Institutional aid applications for the 1994-95 academic year are mailed to all students.

Students who have not already received a 1993-94 PHEAA application should obtain a copy from the Financial Aid Office.

Students are advised to investigate alternative funding sources through local lending institutions, community service organizations, churches, and men's and women's clubs. The Financial Aid Office has information on outside scholarships. Students should check the office for application requirements and deadlines.

FEBRUARY

Students should begin completing and submitting all aid applications to ensure prompt and thorough consideration for financial assistance. Questions

regarding application procedures should be directed to the Financial Aid Office.

MARCH

MARCH 15TH IS THE APPLICATION DEADLINE FOR ALL LA SALLE UPPERCLASSMEN. The La Salle Institutional Aid application must be received by March 15th if students wish to be considered for any institutional aid including Supplemental Educational Opportunity Grants (SEOG), Perkins Loans, College Work Study, La Salle Grants, and Christian Brothers Grants. Applications received after that date will not be considered for institutional aid. Upperclassmen must file the PHEAA application. The PHEAA application must be received in Harrisburg by March 15. The Financial Aid Form (FAF) may not be used.

MAY

Renewal applications for the Stafford Loan (formerly the Guaranteed Student Loan) program are mailed. Copies may be obtained by contacting the original lending institutions. Students should file the Stafford application at this time to avoid delay in processing for the fall semester. Students must file a PHEAA application before the Stafford Loan will be processed.

Applications for the Charlotte Newcombe and School of Continuing Studies Scholarships for Fall 1993 are available in the Financial Aid Office.

JUNE

Financial aid is packaged and students are notified of their awards by mail. Signed award letters, accepting or rejecting the aid offers, must then be returned to the Financial Aid Office within two (2) weeks. Any assistance awarded will be revoked if students fail to return acceptances by the reply dates stated in the letters.

Stafford Loan applications should be submitted by June 15th to ensure that loan checks will be received by La Salle in time to be used toward payment of fall invoices.

Applications for the Charlotte Newcombe and School of Continuing Studies Scholarships for Fall 1994 must be received in the Financial Aid Office by June 1.

JULY

Promissory notes will be mailed to all students awarded a Perkins Loan. Forms should be read, completed, and returned to the Financial Aid Office by the reply date in time to credit the students' accounts.

Food Services

The Food Service Department at La Salle provides a full range of services to the campus community. Presently, the department operates a cafeteria, a food court, a restaurant/nightspot, catering services, and is also responsible for vending operations.

Students living in a residence hall on campus are required to participate in one of the following meal plans:

The 10 or 12 Meal Plan: Our economy plans which offer any combination of breakfast, lunch or dinner in North Dining, Monday through Friday.

The 7, 10, 12 or 15 Meal Plus Plans These plans offer both "all-you-can-eat meals" in North Dining as well as a la carte PLUS dollars for purchases in the Food Court during the week and on weekends.

Students living in a townhouse or apartment are welcome to participate in any of the above plans or the optional 5 Meal Plan.

❖ Food Services (Office)

La Salle Union — Lower Level

Monday-Friday 8:30 a.m.—4:30 p.m.

951-1388

Hours of Operation

North Dining	Breakfast	Lunch	Dinner
Monday-Friday	7:30-10:30	11:00-2:30	4:30-7:15
Saturday & Sunday	Closed	Closed	Closed
<i>North Dining accepts *meals, *special food account, Gold Card, or cash as a means of payment.</i>			
Union Food Court	Breakfast	Lunch	Dinner
Monday-Thursday	7:30-10:30	11:00-2:00	4:30-8:00
Friday	7:30-10:30	11:00-2:00	Closed
Saturday	7:30-10:30	11:00-2:30	4:30-6:30
Sunday		10:30-2:30	4:30-6:30
<i>Food Court accepts special food account, Gold Card, or cash as a means of payment.</i>			
Intermissions	Lunch	Dinner	Late Night
Monday-Thursday	10:30-2:30	4:30-7:00	8:00-12:00 am
Friday	10:30-2:30	Closed	8:00-1:00 am
Saturday	Closed	Closed	8:00-1:00 am
Sunday	Closed	Closed	Closed

Intermissions accepts special food account Gold Card or cash as a means of payment. Intermissions and Backstage is closed on Monday nights; however, Backstage is open periodically for special events.

Hayman Hall

The primary purpose of the Department of Recreation and Intercollegiate Athletics is to meet La Salle University's physical fitness needs through a variety of athletic, intramural, and recreation programs. In meeting this need, Hayman Hall offers the use of the following physical facilities:

Third Floor

- + 1/12 of a mile suspended indoor running track
- + completely equipped weight room of Olympic style free weights and Universal equipment

Second Floor

- + three (3) 94' x 50' basketball floors or six (6) 65' x 45' small floors
- + two (2) regulation volleyball courts
- + office level but includes wrestling room equipped with gym floor and free exercise mat

continued





Hayman Hall (continued)

First Floor

- ✦ pool level — six (6) lane, twenty-five (25) yard pool
- ✦ diving well with two (2) three meter and one (1) one meter diving boards

Lower Level

- ✦ locker room level
- ✦ equipment room with check-out desk
- ✦ squash courts (2 singles and 1 double)
- ✦ training room



Athletic Fields and Other Facilities:

- ✦ Adjacent to Hayman Hall is the Belfield Tennis Complex with six (6) tiered lighted tennis courts.
- ✦ McCarthy Stadium features a soccer field surrounded by a six lane, one-quarter (1/4) mile all weather track.
- ✦ DeVincent Field includes the baseball and field hockey fields.
- ✦ Adjacent to Good Shepherd are the Intramural Athletic Fields.
- ✦ Attached to the rear of Neumann Hall is the James J. Binns Fitness Center that contains an extensive array of Nautilus, Universal, and free weight apparatus. There are also two small locker rooms but no showers.

La Salle offers a wide range of recreational and competitive athletic activities. There is an appropriate level of activity for nearly every La Salle student, faculty member, and staff member ranging from varsity competition to free

recreation. In addition, there are popular instructional programs offered in Aerobic Dance, Karate, Swimming, Lifesaving, and CPR.

Operating Schedule

Gymnasium	Monday–Thursday Friday	12:00 p.m.–9:30 p.m. 12:00 p.m.–8:30 p.m.
	Saturday–Sunday	12:00 p.m.–5:00 p.m.
Pool	Monday–Friday	12:00 p.m.–2:30 p.m.
	Monday–Thursday Friday	7:00 p.m.–9:00 p.m. 7:00 p.m.–8:00 p.m.
	Saturday–Sunday	1:00 p.m.–4:00 p.m.
Squash Courts	Monday–Thursday Friday	9:30 a.m.–9:30 p.m. 9:30 a.m.–8:30 p.m.
	Saturday–Sunday	12:30 p.m.–4:30 p.m.
Tennis Courts	Daily	7:30 a.m.–9:30 p.m.
	James J. Binns Fitness Center	Daily 12:00 p.m.–7:00 p.m.

A current and valid student, staff, faculty, or alumni identification card is required for admission.

Building hours may vary due to varsity contests, rental events, inclement weather, or other unforeseen emergencies. Signs will be posted in advance whenever possible.

❖ Hayman Hall Front Desk
951-1527

Housing and Resident Life

La Salle's residence halls offer a unique living experience to the resident student. Combining an urban environment with a closely knit, on-campus

community, residential living complements the educational function of the University in a personally rewarding manner. Higher education can be more

than a student-teacher relationship and, at its best, is the product of interaction between the members of the entire University community. For the La Salle resident, the opportunities for this interaction are manifold. There is a consequent openness and friendliness among residents at La Salle which is noticeable and genuine.

Residence halls are staffed by live-in undergraduate and graduate students who are trained to serve as helpers, resource persons, activities and program planners, and building managers. The professional Resident Life

Staff is responsible for the educational programs and management functions in the eleven (11) halls and three (3) apartment complexes and is located in the Resident Life Office, North Halls Complex, forty (40) yards west of the 20th Street intersection on Olney Avenue.

Current students who wish to apply for housing should complete an Application for Housing, pay a \$100.00 security deposit in the Bursar's Office, and submit the Application and receipt of deposit to the Resident Life Office, North Halls.

Off-Campus Housing

The Resident Life Office maintains a listing of off-campus housing accommodations and provides helpful advice to students seeking off-campus housing and/or roommates.

- ❖ North Halls
Monday-Friday 8:30 a.m.-5:00 p.m.
951-1550

Identification Cards

The I.D./Gold Card Account Office issues photo identification cards at in-person registration and at the I.D./Gold Card Account Office located in the La Salle Union-Lower Level.

Your La Salle University I.D. card serves as a library card, allows access to meal plans, Gold Card Accounts, and provides entrance to residence areas (commuter students must be signed-in). Your I.D. Card should be carried at all times and must be presented upon request to any University official.

The initial photo I.D. is issued free of charge. A fee will be charged for each replacement card issued.

Lost or stolen I.D.'s should be reported immediately to the I.D./Gold Card Account Office.

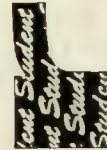
Note: If the I.D./Gold Card Office is closed, lost/stolen cards can be reported to the Department of Security and Safety.

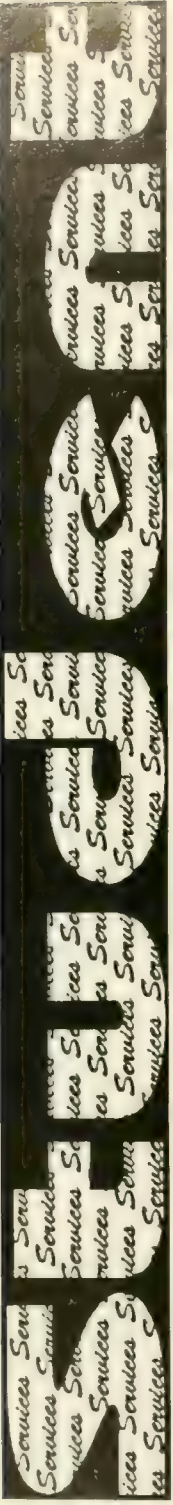
- ❖ I.D./Gold Card Account Office
La Salle Union — Lower Level
951-1LSU
- ❖ Department of Security and Safety
951-1300

Information-Switchboard

The La Salle University operator can be reached 24-hours a day for on-campus phone numbers and connections. Campus telephone problems are also reported to the operator.

- ❖ 951-1000





Insurance

Health

Health Insurance is strongly recommended for all students. It is required for international students. Most primary health care services are provided free of charge in Student Health Service during regular office hours. However any hospital, physician specialist, or laboratory testing services provided are the financial responsibility of the student or their parents. A University endorsed health insurance plan is available for

those students not covered by another plan. Enrollment forms may be obtained through Student Health Services or the Office of the Vice President for Student Affairs.

- ❖ 951-1565
- 951-1017

Personal Property

Personal property insurance is strongly advised for all resident students. The University is not responsible for damaged, lost, or stolen items from residence hall rooms and apartments. Information on student personal property insurance is available in the Resident Life Office. Some family home-

owner's policies will cover property brought to campus. Check with your insurance carrier.

- ❖ Resident Life Office
- 951-1550

International Student Services

The International Student Advisor promotes the academic welfare of international students through the coordination and development of programs that enhance international student success including orientation, academic counseling, and tutoring; participation in the sponsorship of academic, cultural, and professional activities which promote the educational, recreational, and emotional well-being of international students;

and verifies and maintains all necessary immigration documents. The International Student Advisor can be contacted through the Assistant Provost for Multi-Cultural and International Affairs.

- ❖ Administration Center — Room 200
- 951-1948

Intramurals

The Department of Recreation and Intercollegiate Athletics supports a full program of twenty (20) intramural sports or competitions (six men's, six women's and eight co-ed). Nearly 3,000 participants take part in these programs each year.

- ❖ Hayman Hall — Room 102
- 951-1545

Intramural Sports

Men: Basketball, 3 on 3 Basketball, Volleyball, Tennis, Touch Football, Softball

Women: Basketball, 3 on 3 Basketball, Volleyball, Tennis, Touch Football, Softball

Co-ed: Basketball, 2 on 2 Basketball, Volleyball, 4 on 4 Volleyball, Tennis, Indoor Soccer, Swimming, Campus Run

Judicial Affairs

Judicial Affairs, a part of the Student Affairs Division, deals with student conduct and the student disciplinary system. The Assistant to the Vice President for Student Affairs is responsible for the University's judicial system and works with other Student Affairs staff and the Judicial Board to maintain standards of conduct.

For additional information please refer to the Disciplinary Policies and Procedures section of this handbook.

- ❖ Administration Center — 307/308
Monday–Friday 8:30 a.m.–4:30 p.m.
951–1374

La Salle 56

La Salle 56 is a La Salle University owned and operated Philadelphia cable station that may serve as a creative outlet for students who have an interest in video. La Salle 56 has been established to serve and promote the programs of the La Salle University community, to share programs of mutual interest with its neighbors and neighboring institutions, and to encourage the co-sponsorship of educational programming from other institutions. The Network Coordinator is available for your questions and suggestions.



- ❖ Olney 200
951-1875

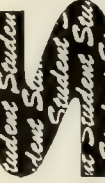
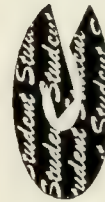
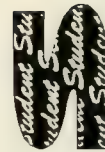
La Salle Gold Card Accounts

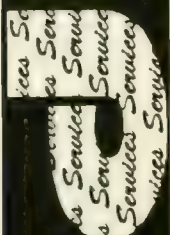
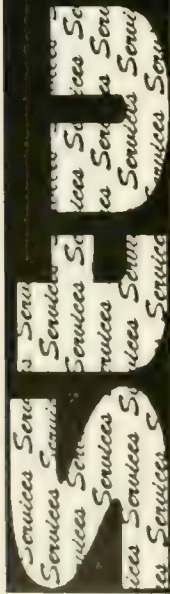
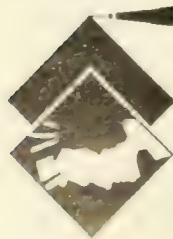
The University's Gold Card Account (our campus-wide debit card system) offers students the ability to make purchases conveniently all over campus! By depositing funds into a La Salle Gold Card Account the need to carry cash, checkbooks, credit cards, or to visit the automatic teller is eliminated.

The La Salle Gold Card Account is accepted in all dining areas, selected laundry and vending locations, the Campus Store, Textbook Store, the L-Stop (our convenience store), copiers, and may be used to purchase Masque and Basketball tickets.

Your University I.D. serves as the means of access to your La Salle Gold Card Account. Accounts may be opened by depositing funds at the Bursar's office.

- ❖ I.D./Gold Card Account Office
La Salle Union — Lower Level
951-1LSU





La Salle Union

The Union building is one of the centers for campus cultural, recreational, and social activities. The Union houses student organization offices, meeting rooms, a theater, and a game room. The Williamson Lounge, located on the first floor, contains a TV viewing area, study carrels, and rental lockers. The Information Center handles various ticket sales. Backstage, Intermissions, the Union Food Court, and the Barber Shop are also located in the building. Student activities ranging from lectures and concerts to theater

performances, art exhibits, dances, comedy shows, and other extra-curricular programs take place during the year.

- ❖ Information Center
La Salle Union — First Floor
951-1375

Library

The Connelly Library's collection includes over 350,000 volumes, 1,700 current periodical subscriptions, and over 3,000 audio-visual titles (videotape and discs, audio tapes, and records). Author, title, subject, and keyword access to this collection is available through the Connelly Explorer, the library's computerized catalog. Terminals to the catalog are located throughout the library; the computer can also be accessed 24 hours a day from outside the library using a personal computer, modem, and communications software.

A limited number of personal computers are available in the library for word processing. Many of the library's periodical indexes are also available on computers in the library. Individual study carrels, tables seating four, and group study rooms are located throughout the library. An informal study room with vending machines and telephones is located on the ground level. Smoking is not permitted anywhere in the library building.

Reference librarians located at the Information Desk on the first floor are available for help with assignments and consultation on how to use the library's resources.

Students with valid identification cards with bar codes affixed are eligible to borrow books. Identification cards are required to enter the building after 4 p.m. and to check out materials.

Library hours vary during breaks, exam periods, and during the summer. Students should call the library to verify hours. Regular semester hours are:

- ❖ Monday–Thursday 8:00 a.m. – 12:00 a.m.
Friday 8:00 a.m. – 8:00 p.m.
Saturday 10:00 a.m. – 6:00 p.m.
Sunday 12:00 p.m. – 12:00 a.m.
951-1292

Lost and Found

La Salle Union

The Information Center staffs the main campus center for lost and found. A record is kept of all lost items turned in to the Information Center and all items reported missing.

- ❖ La Salle Union — First Floor
Monday–Thursday 8:00 a.m. – 12:00 a.m.
Friday and Saturday 8:30 a.m. – 1:00 a.m.
Sunday 8:30 a.m. – 11:00 p.m.
951-1375

Housing Facilities

The North Halls mail service window is the residence hall center for lost and found items.

- ❖ North Halls Mailroom
Monday – Friday 8:30 a.m. – 5:00 p.m.
951-1550

Mailroom and Duplicating Services

General services are available to those student organizations which are funded through the University or have an agency account. *There are no cash sales.*

Student organizations are required to re-apply for a mailbox in September of each academic year. Mail and/or packages (composites, promotional items, and record albums) will be returned to the sender after thirty (30) days. Advisors will be notified of organizations not complying and the groups will lose mailroom privileges.

A RESUME PACKAGE including twenty-five (25) reproductions, blank sheets, and envelopes is available at a cost of \$10.00 (payable in advance by check made out to "La Salle University"). Allow three (3) working days for completion.

- ❖ McCarthy Stadium — East Stands
Monday – Thursday 8:00 a.m. – 6:15 p.m.
Friday 8:00 a.m. – 3:00 p.m.
951-1038

Mailroom — Resident Services

All resident students receive mail at the North, West, or South mailroom. Mail is delivered Monday through Friday. When school is in session, each of the three resident mailrooms are open. Each resident is assigned a mailbox with a combination. To assure proper delivery to the student residences, a correct address includes:

Jerome, Hilary, and Katharine Halls; La Salle Apartments;
all Resident Life Office staff mail.
South: St. John Neumann Hall
West: Sts. Edward and Francis Halls; St. Teresa Court
Apartments; St. Miguel Court Townhouses

1. Resident's Name

- 4. P.O. Box # _____
North: #5150
South: #11038
West: #20902

2. Residence Building and Room/Apartment Number

St. Miguel Court, St. Teresa Court, La Salle Apartments and St. John Neumann residents each have individual mailboxes. A letter suffix (-a, -b, -c, -d, -e) after the room/apartment number is required to assure delivery to the proper mailbox.

3. La Salle University, North or South or West

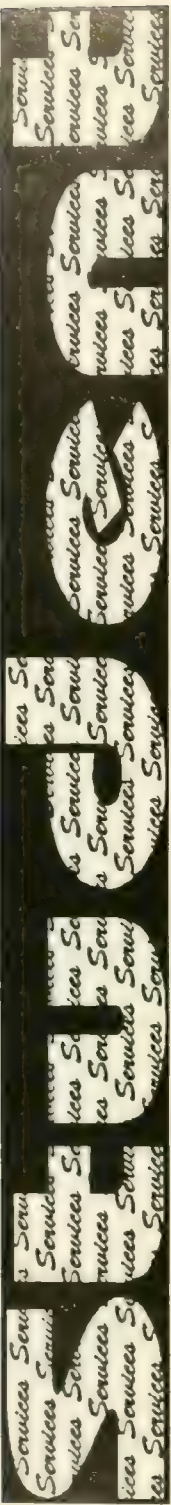
Complex (based upon locations below)

North: Sts. Albert, Bernard, Cassian, Denis, George,

5. Philadelphia, PA 19141-

- North: -0150
South: -0738
West: -0502
❖ Monday-Friday 9:00 a.m. – 5:00 p.m.
951-1550





Meeting Rooms

Six conference rooms are available in the La Salle Union for student organizations wishing to meet in a formal setting. In addition, the Ballroom, Music Room, and Dunleavy Room are available for large events e.g. conferences, banquets, lectures, etc. Policies on student organization use of facilities are detailed in the *Student Handbook* under General Student Policies. Further information and reservation forms are available at the Union Information Center.

Lounges in the residence halls may be available for limited numbers and types of meetings or activities. Information and lounge reservations are available at the Resident Life Office.

- ❖ La Salle Union
Information Center
951-1375
- ❖ Residence Hall Lounges
Resident Life Office
951-1550

Multi-Cultural Affairs

In collaboration with other University officials, the Assistant Provost for Multi-Cultural and International Affairs formulates recommendations for policies, practices, and programs with respect to issues pertinent to minority and international students. The Assistant Provost works with various University offices to develop academic, cultural, residential, and social experiences that meet the needs of minority groups on campus, and enhance the La Salle community's appreciation of the value of diversity.



- ❖ Assistant Provost for
Multi-Cultural and
International Affairs
Administration Center — Room 202
951-1948

News Bureau

The News Bureau, the official outlet for all news about La Salle University, prepares and disseminates information to the local, regional, national, and international press. These include newspapers, magazines, radio, and television stations.

It is important that news pertaining to La Salle be released only by the News Bureau to maintain good media and public relations. Student organizations

are strongly encouraged to contact the News Bureau with information about their events and activities. Please allow at least two (2) to three (3) weeks notice.

- ❖ Benilde Hall — Second Floor
Monday-Friday 8:30 a.m.-4:30 p.m.
951-1081

Parking/Traffic Control Policy

The Department of Security and Safety is responsible for traffic control on University property. University Council has approved a traffic control policy requiring all vehicles parked on University property to be registered with the Department of Security and Safety. Upon registering, students will be issued a decal to be affixed on the front bumper of their vehicles. There is no fee for registering vehicles. The Department of Security and Safety reserves the right to ticket, tow, and/or boot any vehicle that is illegally parked or is in

violation of any part of the University Traffic Control Policy. Vehicles will be towed at owner's expense. Copies of the Traffic Control Policy are available at the Department of Security and Safety upon request.

- ❖ Department of Security and Safety
Carriage House — Peale Estate
951-1300

Refrigerators

Compact refrigerators are permitted in residence hall rooms and will be rented to any person, office, or organization contacting the Housing Facilities Manager in the Housing Utility Building of the Resident Life Office.

- ❖ 951-1869

Registrar's Office

The responsibilities of the Registrar's Office include registration, rostering, examination scheduling, reception of grades, maintenance of academic records, recording of grades, and issuance of official transcripts.

The Registrar's Office publishes a final examination schedule for the Fall and Spring semesters listing when and where exams are to be administered for each course section.

The Registrar's Office publishes the Master Roster for the semester listing courses, times scheduled, and faculty assigned. Students then choose course selections, times, and faculty. The Bursar's Office will bill students for the courses chosen. Students who have not completed mail registration may register on campus during the week before classes begin.

The office collects final grades from faculty and distributes those grades at the close of each semester. Academic records, or transcripts, are maintained for all students on the basis of these grades. Copies of the transcript are available to students at a cost of \$2.00 per copy.

- ❖ Administration Center — Third Floor
Monday-Friday 8:30 a.m.-4:30 p.m.
951-1020

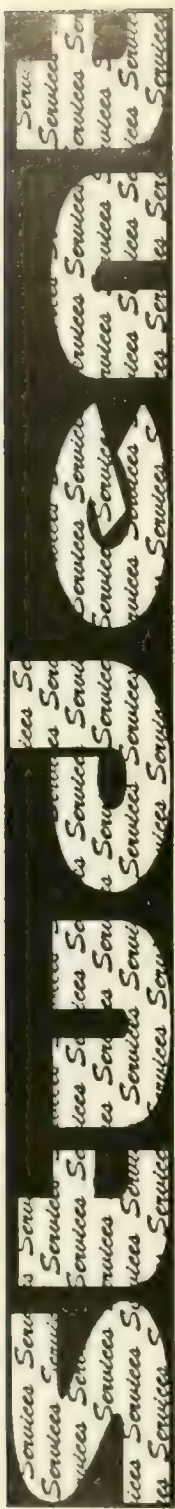
Reserve Officers' Training Corps (R.O.T.C.)

La Salle offers students the opportunity to pursue Army and Air Force ROTC training through cross-enrollment agreements with the University of Pennsylvania and St. Joseph's University. Students successfully completing the programs receive an officer's commission in their chosen

branch of the military service as well as satisfying degree requirements for their La Salle degree.

continued





R.O.T.C. (continued)

For more information on the cross-enrollment programs, scholarship opportunities, and career information contact:

❖ ARMY

Department of Military Science
University of Pennsylvania
Philadelphia, PA 19104
(215) 898-7756

❖ AIR FORCE

Professor of Aerospace Studies
AFROTC Det 750
St. Joseph's University
Philadelphia, PA 19131
(215) 660-1190

Dan Rodden Theatre

Located off the main lobby on the first floor of the La Salle Union, the theater is the site of many programs. The drama organization here (the Masque) presents at least one production here each semester. Many entertainment activities are also produced in the theater. Policies on student

organization use of the facility are detailed in the *Student Handbook* under

General Student Policies. Further information and reservation forms are available at the Union Information Center (ext. 1375).

Security

The Department of Security and Safety is staffed twenty-four hours a day, seven days a week providing security services, parking registration, shuttle bus/escort services, and help with cars. Students may obtain parking decals anytime at the Department of Security and Safety. The Director and his staff are available for any University-related problems concerning safety or security and will render advice and assistance where possible.

Sheekey Writing Center

Named in honor of Brother Edward Patrick Sheekey, the Writing Center offers free tutorials and workshops in writing and study skills to La Salle students who lack, for whatever reason and to whatever degree, the



- ❖ Carriage House — Peale Estate
24-hour availability
Emergencies 991-2111
Information 951-1300
Chief, Crime Prevention/Investigations 951-1310
Director 951-1310

skills necessary to survive and prosper in college. The Writing Center does not provide an editing or proofreading service for papers otherwise complete.

The Center seeks to impart, instead, the skills required for students to edit and proofread their own writing.

Both professional and qualified student tutors provide a full range of services and resources for students interested in improving their writing and studying abilities.

The Center is designed to offer assistance in the completion of specific projects and to provide a foundation of basic skills that carry over into every aspect of students' academic careers and beyond.

- ❖ Olney Hall 203
Monday–Friday 8:30 a.m.–4:00 p.m.
951–1299

Shuttle Bus and Escort Service

The Department of Security and Safety provides shuttle bus and walking escort services throughout the campus.

The La Salle Shuttle Service is in operation each year beginning on Labor Day and ending on the last day of final exams in the Spring Semester, with the exception of mid-semester breaks. The hours of operation are from 7:25 a.m. each morning until 2:00 a.m. the following day. The bus makes (2) two round trips an hour departing the main campus at 7:25 a.m., 7:55 a.m., 8:25 a.m., etc. The shuttle driver will be at the Southwest corner of Broad & Olney (20) minutes after departure e.g. 7:45 a.m., 8:15 a.m., 8:45 a.m., etc.

- ❖ Department of Security and Safety
951–1300

Student Advocate

The Assistant to the Vice President for Student Affairs has been designated as the student advocate. The advocate provides assistance to students who feel they have exhausted all options regarding University-related issues. Advocacy may take a variety of forms based on the particular situation. For assistance, contact the Assistant to the Vice President for Student Affairs to schedule an appointment.

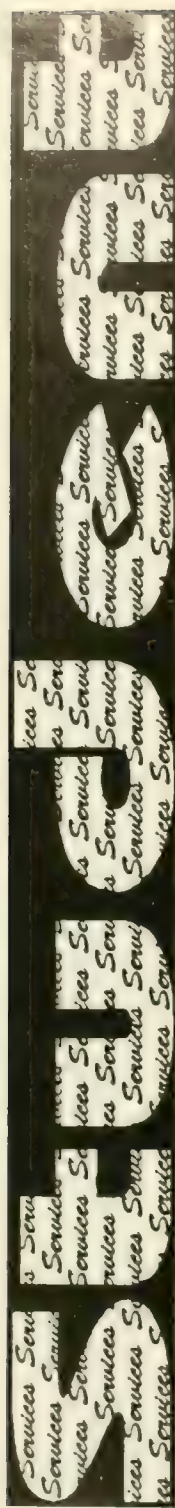
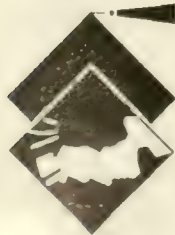
- ❖ Administration Center — 307/308
Monday–Friday 8:30 a.m.–4:30 p.m.
951–1374

Shuttle Bus Service Schedule

The location of designated bus stops are:

- | | |
|---------|--|
| STOP 1. | NORTH DINING HALL |
| STOP 2. | LA SALLE APARTMENTS
(Northwest corner of Chew Avenue and Wister Street) |
| STOP 3. | GOOD SHEPHERD PARKING LOT |
| STOP 4. | ST. TERESA COURT APARTMENTS |
| STOP 5. | HAYMAN HALL |
| STOP 6. | LAWRENCE ADMINISTRATION BUILDING
(19th & Olney) |
| STOP 7. | BROAD & OLNEY AVENUES (Southwest corner) @ :15
and :45 after the hour |
| STOP 8. | ST. NEUMANN RESIDENCE HALL |
| STOP 9. | MAIN CAMPUS (Union building loading dock) @ :25 and
:55 after the hour |





Student Health Services

All full time undergraduate students are eligible for care at the Student Health Center on a walk-in basis during the academic year (September-May). There is always a qualified college health nurse practitioner available during office hours to provide care. Services include assessment and treatment of illness and injuries, physical exams including pelvic exams, allergy injections, referrals to campus or community resources and health education and counseling. A physician is available by appointment in Student Health three times a week. There is no charge for care provided by the college health nurses or physician in the health center. Most medications are also provided free of charge in Student Health.

After office hour emergencies of a serious nature are referred to one of two nearby emergency departments at Germantown Hospital or Albert Einstein Medical Center. Security or fire rescue will transport students to these hospitals. Students are financially responsible for emergency room visits.

Student Life Office

The primary goal of this office is to increase a student's personal, intellectual, social, and cultural development through involvement in activities, organizations, and programs which provide out-of-class learning opportunities. The Student Life staff includes a Director and three Assistant Directors. Among staff responsibilities are management of the La Salle Union, advisement of various student organizations, coordination of leadership development programs, interpretation of University policies, coordination of Greek organizations, and administration of the student activities budget system.

La Salle recognizes that student activities are an important part of a student's education and enhance the development of social and leadership skills. All students are encouraged to participate in one or more activities and to share with other students the general program

The University Physician is also available by phone 24 hours a day, seven days a week for non-life threatening emergencies. Resident Life or Campus Security can help you contact the physician.

- ❖ St. George Hall — North Halls
(Adjacent to dining hall entrance)
Monday-Friday 8:30 a.m.-4:30 p.m.
951-1565
- ❖ Physician's hours
Monday, Wednesday, Friday
12:45 p.m.-1:45 p.m.
(appointment recommended)



of events provided by La Salle University and its student organizations. The Student Life Office can provide information on joining organizations or student life in general.

Union Information Center

This service facility is the center for information on campus. The Union Information Center has up-to-date listings of programs held in the Union and other campus buildings and is the headquarters for lost and found, individual game basketball tickets, and room and equipment reservations.

❖ La Salle Union — Room 205
Monday–Friday 8:30 a.m.–4:30 p.m.
951-1371

❖ La Salle Union — First Floor
Monday–Thursday 8:00 a.m.–12:00 a.m.
Friday–Saturday 8:30 a.m.–1:00 a.m.
Sunday 8:30 a.m.–11:00 p.m.
951-1375

Urban Studies and Community Services Center

La Salle University's Urban Studies and Community Services Center has been in operation since 1967 and is a department within Academic Affairs. The Urban Center promotes intercultural communication and community development in Northwest Philadelphia through mediation, programs of community education and technical assistance.

The center provides:

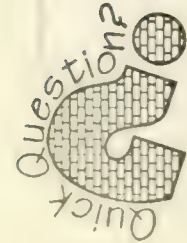
- ✦ URBAN INTERNSHIP PROGRAM for university students who wish to sharpen skills, gain invaluable job experience and provide community service by volunteering in a community-based organization;
- ✦ CONFLICT RESOLUTION (mediation) and community-university relations assistance to promote intercultural and interracial communication and cooperation among its constituencies;
- ✦ TECHNICAL ASSISTANCE for planning, developing, and implementing community based programs;

- ✦ ABE CLASSES AND ESOL CLASSES for adult learners under the auspices of the Adult Learning Project; and
- ✦ THE GED TESTING SERVICE.

The Urban Studies Center is involved in a variety of programs that respond to the challenges of urban life. The center approaches issues and concerns in ways that communicate respect for the unique cultural traditions and experiences of the communities surrounding La Salle. The center's activities build on the strengths of the university's faculty and students, as well as the residents of the diverse communities in Northwest Philadelphia.

❖ 1923 W. Olney Avenue
951-1187





QUICK ANSWERS!

ABSENCE FROM EXAMS

See your individual instructor

ACADEMIC ADVISING

Arts and Sciences

Dr. Sam Willey

Interim Associate Dean

☒ 312 Administration Center
① 1269

Mr. Harry McManus

Assistant to the Dean

☒ 313 Administration Center
① 1042

Business Administration

Ms. Susan Mudrick

Assistant Dean

☒ 214 Administration Center
① 1040

Continuing Studies

See your advisor or SCS secretary

① 1235

Nursing

Ms. Mary Ledva

Academic Advisor

☒ Wister Hall mezzanine
① 1646

ACADEMIC CLUBS/ACTIVITIES

Department Chairs

☒ See page 5

ACADEMIC DISCOVERY PROGRAM

Mr. Robert Miedel

Director of Academic Discovery Program

☒ 310 Olney Hall
① 1084



ACTIVITIES

Ms. Kathleen Schrader

Director of Student Life

☒ 205 La Salle Union
① 1371

Entertainment/Programming

Activities Programming Board and/or BackPAC

☒ 304 La Salle Union
① 1381

Mr. Benjamin C. Alvarez

Assistant Director of Student Life

☒ 205 La Salle Union
① 1371

QUESTION

PERSON/PLACE

☒ LOCATION

① EXTENSION

ADDING COURSES

Registrar's Office

☒ Third Floor Administration Center
① 1020

ADMISSIONS

Day

Br. Gerald Fitzgerald, F.S.C.

Director of Admissions

☒ Second Floor Benilde Hall
① 1500

Graduate Admissions

Graduate Program Directors

☒ See page 7

School of Continuing Studies

Mr. James Rook

Admissions Services

☒ 219 Administration Center
① 1234/5

ADULT CHILDREN OF ALCOHOLICS

Philadelphia

A.A./ALANON

① 545-4023

Campus Contact

Mr. Robert Chapman

① 951-1355

ALCOHOL AND DRUG PROGRAM

Mr. Robert Chapman
Alcohol and Other Drug Program Coordinator
☒ Counseling Center, First Floor McShain Hall
① 1355

ALCOHOLICS ANONYMOUS

Philadelphia
① 545-4023 (24 hours)
Campus Contact
① 923-0917
(a member of the La Salle community)

AUDIO-VISUAL EQUIPMENT

Mr. Mike Sweeder
Director of Audio-Visual Services
☒ 119 Olney Hall
① 1220



BASKETBALL TICKETS

Season Tickets
Mr. Peter D'Orazio
Athletic Department
☒ First Floor Hayman Hall
① 1545

Individual Game Tickets

Information Center
☒ First Floor La Salle Union
① 1375

BECOMING A CATHOLIC (RCIA Program)

Rev. Rick Wojnicki, O.S.F.S.
Associate Director of Campus Ministry
☒ First Floor College Hall
① 1048

CAMPUS MINISTRY

Br. Charles Echelmeier, F.S.C.
Director of Campus Ministry
☒ First Floor College Hall
① 1048

CAMPUS NEWSPAPER

Ms. Amy Welsh
Editor-in-Chief
☒ La Salle Union - Lower Level
① 1398

CAMPUS STORE

Mr. Timothy Haessall
Assistant Manager
☒ First Floor Wister Hall
① 1395

CAREER COUNSELING

Career Planning
☒ Fourth Floor Administration Center
① 1075

CHANGE OF ADDRESS, PHONE NUMBER, AND/OR NAME

Registrar's Office
☒ Third Floor Administration Center
① 1020

CHANGE OF MAJOR

Department Chairs
☒ See page 5

Arts and Sciences

Dr. Barbara Millard
Dean, School of Arts and Sciences
☒ 310 Administration Center
① 1042

Business Administration

Dr. Joseph Kane
Dean, School of Business Administration
☒ 209 Administration Center
① 1040

Continuing Studies

☒ Second Floor Administration Center
(check with your assigned Academic Advisor, fill out form)
① 1235

Nursing

Dr. Gloria Donnelly
Dean, School of Nursing
☒ Wister Hall
① 1430

WHERE TO GO FOR ANSWERS

Quick Question? QUICK ANSWERS!

COMMENCEMENT ACTIVITIES

Ms. Kathleen Schrader
Director of Student Life
☒ 205 La Salle Union
① 1371

COMPUTER CENTER

Academic Computing and Technology

Dr. Stephen Longo
Director of Academic Computing and Technology
☒ Wister Lab, Wister Hall Lower Level
① 1803

Administrative Computing

Mr. Jack Porcelli
Director of Computer Resources
☒ 302 College Hall
① 1045

COPIES (Photo Copy Machines)

Duplicating Department
☒ Lobby
Library
☒ Every floor (Coin or Card Operated)

CONTINUING EDUCATION FOR WOMEN (CEW)

Dr. Edna Wilson
Associate Dean/ CEW Director
☒ 220 Administration Center
① 1060



EXPERIENTIAL OPPORTUNITIES (Job related)

Ms. Trish Shafer
Counselor, Career Planning
☒ 410 Administration Center
① 1075

COMPUTER ISSUES

Student Life Office
☒ 205 Union Building
① 1371
Alpha Beta Commuter
☒ Box 727

COUNSELING/PERSONAL ISSUES

Dr. Frank Schreiner
Director of Counseling Center
☒ First Floor McShain Hall
① 1355

DEGREE REQUIREMENTS

Department Chairs
☒ See page 5

Arts and Sciences

Dr. Barbara Millard
Dean, School of Arts and Sciences
☒ 310 Administration Center
① 1042

Business Administration

Dr. Joseph Kane
Dean, School of Business Administration
☒ 209 Administration Center
① 1040

Continuing Studies

Individual advisor

Nursing

Ms. Mary Ledva
Academic Advisor
☒ Wister Hall, mezzanine
① 1646

DIPLOMA INFORMATION AND DISTRIBUTION

Registrar's Office
☒ Third Floor Administration Center
① 1020

DISCIPLINARY/JUDICIAL MATTERS

Ms. Nancy Brewer
Assistant to the Vice President for Student Affairs
☒ 308 Administration Center
① 1374

DROPPING COURSES

Registrar's Office
☒ Third Floor Administration Center
① 1020

DUPICATING

- Ms. Linda Ferrante
Director of Mail and
Duplicating Services
☒ McCarthy Stadium East Stands
① 1038

EMERGENCIES

Medical

- Ms. Laura McKenna
Director of Student Health Services
☒ Student Health Services, St. George Hall,
North Halls
① 1565

Germentown Hospital and Medical Center

- ☒ Penn and Wister Streets
① 951-8000

Albert Einstein Medical Center

- ☒ York and Tabor Roads
① 456-7890

Security

- Department of Security and Safety
☒ Carriage House — Peale Estate
① 1111

FINANCIAL AID

- Ms. Wendy McLaughlin
Director of Financial Aid
☒ First Floor Benilde Hall
① 1070

FOOD SERVICES

- Mr. Stephen Greb
Director of Food Services
☒ La Salle Union Lower Level
① 1388

GOLD CARD ACCOUNT OFFICE

- Mr. Joseph L. Smallberger
Gold Card Account Manager
☒ La Salle Union — Lower Level
① 1LSU



GRADUATE SCHOOL INFORMATION

Career Planning

- ☒ Fourth Floor Administration Center
① 1075

GRADUATION INFORMATION

See "Commencement," page 34

HEALTH PROBLEMS — Information

- Ms. Laura McKenna
Director of Student Health Services
☒ St. George Hall, North Halls
① 1565

HONORS PROGRAM

- Mr. John Grady
Director of Honors Program
☒ Lower Level McShain Hall
① 1360

HOUSING

Campus

- Mr. Ronald Diment
Director of Resident Life
☒ Resident Life Office, North Halls
① 1550

Off-Campus

- Resident Life Office
☒ North Halls
① 1550

GRADES

- Individual Instructors
Department Chairs
☒ See page 5
Academic Deans
Registrar's Office
☒ Third Floor Administration Center
① 1020

WHERE TO GO FOR ANSWERS



QUICK ANSWERS!

HUMANITIES LABORATORY (Language Laboratory)

Mr. William McBride
Director of Humanities Laboratory
☒ 200 Olney Hall
① 1203

IDENTIFICATION CARDS

Gold Card Account Office
☒ La Salle Union — Lower Level
① 1LSU
(After hours, go to Security)

INSURANCE INFORMATION

Health Insurance

Ms. Laura McKenna
Director of Student Health Services
☒ St. George Hall, North Halls
① 1565

Insuring Personal Property

Mr. Ronald Diment
Director of Resident Life
☒ Resident Life Office, North Halls
① 1550

INTERCOLLEGIATE ATHLETICS

Mr. Robert Mullen
Director of Recreation and
Intercollegiate Athletics
☒ Second Floor Hayman Hall
① 1515

INTERNATIONAL STUDENT SERVICES

Ms. Elaine O'Halloran Mshomba, J.D.
Advisor for International Students
☒ 201 Administration Center
① 1937

INTERNSHIPS

See "Experiential Opportunities," page 15.

INTERVIEWS (On-Campus)

Mr. Louis A. Lamorte, Jr.
Director of Career Planning
☒ 414 Administration Center
① 1075

INTRAMURALS

Mr. Peter D'Orazio
Director of Intramurals
☒ Second Floor Hayman Hall
① 1545

JOBS

On-Campus (Work Study or Budget)

Financial Aid Office
☒ First Floor Benilde Hall
① 1070

Off-Campus (Professional, Summer, or Part-time)

Career Planning
☒ Fourth Floor Administration Center
① 1075
1733 (24 hour Telephone Jobline)

LA SALLE-IN-EUROPE

Dr. Bernhardt Blumenthal
Director, La Salle-in-Europe
☒ 241 Olney Hall
① 1200

LIBRARY

Circulation
☒ First Floor
① 1292
Director
☒ Second Floor
① 1285

Inter-Library Loan

☒ First Floor
① 1287

On-line Services

☒ First Floor
① 1287

Media Services

☒ Lower Level
① 1295

Reference

☒ First Floor
① 1287

LITURGY AND LITURGICAL MINISTRIES

Rev. Rick Wojnicki, O.S.F.S.
Associate Director of Campus Ministry
☒ First Floor College Hall
① 1048

LOCKERS (Williamson Lounge)

Information Center
☒ First Floor La Salle Union
① 1375

LOST AND FOUND

Campus

Information Center
☒ First Floor La Salle Union
① 1375

Residence Halls

Resident Life Mailroom
☒ North Halls Complex
① 1550

MAIL

Faculty/Administration/Student Organizations

University Mailroom
☒ McCarthy Stadium East Stands
① 1038

Resident Students

Resident Life Mailroom
☒ North, South, and West Halls' Mailrooms
① 1550



SCHOOL OF NURSING

Dr. Gloria Donnelly
Dean, School of Nursing
☒ Wister Hall
Mezzanine
① 1430

OFF-CAMPUS PROGRAMS

School of Continuing Studies
☒ Second Floor Administration Center
① 1234

PASS/FAIL OPTION

Registrar's Office
☒ Third Floor Administration Center
① 1020

PAYROLL/PERSONNEL

Ms. Susan Rohanna
Director of Human Resources
☒ First Floor Administration Center
① 1014

PERSONAL, ACADEMIC, AND CAREER COUNSELING

Counseling Center
☒ First Floor McShain Hall
① 1355

POSTER PRINTER (Copy Enlargements)

Mr. Benjamin C. Alvarez
Assistant, Director of Student Life
☒ 205 La Salle Union
① 1371

PUBLIC/COMMUNITY/NEIGHBORHOOD RELATIONS

Br. Andrew Bartley, F.S.C.
Director of Public Affairs
☒ 405 Administration Center
① 1881

PUBLICITY/MEDIA RELATIONS

Mr. Robert Lyons
Director of News Bureau
☒ Second Floor Benilde Hall
① 1081

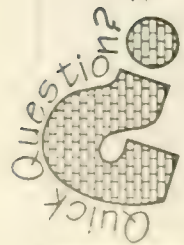
RADIO STATION

Mr. Scott Kinka
General Manager, WEXP
☒ 302 La Salle Union
① 1378

REFUNDS OF CREDIT BALANCE ON STUDENT ACCOUNTS

Financial Aid Office
☒ Benilde Hall
① 1070

WHERE TO GO FOR ANSWERS



STUDENT ORGANIZATION INFORMATION

Ms. Karen Shields
Assistant Director of Student Life
[4] 205 La Salle Union
① 1371

Ms. Rebecca Curran
President, Resident Student Association
(RSA)

[4] St. Cassian Hall
① 991-2117

RESIDENT STUDENT ISSUES

Lauges (Residence Halls)

Ms. Maria Durkin
Resident Life Office (fill out form)
[4] North Halls Complex
① 1550

RESUMES

Consulting

Career Planning
[4] Fourth Floor Administration Center
① 1075

Typetting

Desktop Publishing Center
[4] 200 Olney Hall
① 1907

Printing

Duplicating and Mail Service
[4] McCarthy Stadium East Stands
① 1038

RETREATS

Campus Ministry Center
[4] First Floor College Hall
① 1048

ROOM RESERVATIONS

Meeting Rooms

Ms. Jennifer Gross
Information Center (fill out form)
[4] First Floor La Salle Union
① 1375

QUICK ANSWERS!

SUMMER SESSIONS

Dr. Glenda Kuhl
Dean, School of Continuing Studies
[4] Second Floor Administration Center
① 1234

SUPPLIES

Campus Store
[4] First Floor Wister Hall
① 1395

TEXTBOOKS

Campus Store
[4] First Floor Wister Hall
① 1397

TRANSCRIPTS

Registrar's Office
[4] Third Floor Administration Center
① 1020

TRANSFER OF CREDITS

Arts and Sciences
Dr. Barbara Millard
Dean, School of Arts and Sciences
[4] 310 Administration Center
① 1042

SCHOOL RINGS

Campus Store
[4] First Floor Wister Hall
① 1395

SECURITY and SAFETY

Director of Security and Safety
[4] Carriage House — Peale Estate
① 1310

SNOW NUMBER — WKYW 1060 am

DAY DIVISION — #105
SCHOOL OF CONTINUING STUDIES — #2105

STUDENT GOVERNANCE ISSUES

Mr. Anthony Diaz
President, Students' Government Association
(SGA)
[4] 303 La Salle Union
① 1385

Business Administration

Dr. Joseph Kane
Dean, School of Business Administration
☒ 209 Administration Center
① 1040

Continuing Studies

Individual advisor

Nursing

Ms. Mary Ledva
Academic Advisor
☒ Wister Hall, mezzanine
① 1646



URBAN STUDIES AND COMMUNITY SERVICES CENTER

Ms. Millicent Carvalho
Director
☒ 1923 West Olney Avenue
① 1187

VENDING

Food and Beverages

Food Services
☒ La Salle Union Lower Level
① 1388

Video Games (Residence Halls), Laundry Refunds

Housing Services Window
☒ North Halls Complex
① 1550

VIDEO GAMES (Clubroom)

Information Center
☒ La Salle Union
① 1375

VOLUNTEER PROGRAMS

Ms. Rosemary Barbera
Associate Director, Campus Ministry
☒ First Floor College Hall
① 1048

WITHDRAWAL FROM THE UNIVERSITY

Arts and Sciences

Dr. Barbara Millard
Dean, School of Arts and Sciences
☒ 310 Administration Center
① 1042

Business Administration

Dr. Joseph Kane
Dean, School of Business Administration
☒ 209 Administration Center
① 1040

Continuing Studies

Dr. Glenda Kuhl
Dean, School of Continuing Studies
☒ 226 Administration Center
① 1240

Nursing

Dr. Gloria Donnelly
Dean, School of Nursing
☒ Wister Hall, mezzanine
① 1430

WORK STUDY PROGRAM

Application and Placement

Financial Aid Office
☒ First Floor Benilde Hall
① 1070

YEARBOOK

Mr. John Schmitt
Editor
☒ 300 La Salle Union
① 1380

TUTORING

Mr. Burton Sternthal
Coordinator of Tutorial Services
☒ 312b Olney Hall
① 1084

WHERE TO GO FOR ANSWERS



Student Organizations



Co-curricular and extra-curricular activities are an integral part of all students' education and development. Participation in student organizations, Greek life, or the events and activities which these groups sponsor affords La Salle University students the opportunity to make friends, establish contacts, develop professional and social skills, and simply have fun!


There are more than ninety active student organizations on campus. Their interests are sure to match one or more of yours! The entire gamut of activities -- from educational, cultural, or social programming to community service and political involvement -- can be explored by merely calling or writing the student organization. Many of these groups also set up tables in the Union for recruiting at the start of the academic year.

If you have any questions about student organizations and activities, stop by the Student Life Office, Union 205, where the staff will be happy to address your needs.

- ☐ Location
-  Mailbox
-  Phone

Student Governance

Adult Student Council: *The official student government of the School of Continuing Studies student body.*

 c/o CONTINUING STUDIES

Alpha Beta Commuter: *Dedicated to responding to the diverse needs of the commuter population and to helping them benefit from La Salle University's total educational process.*

 Box 727


Inter-Fraternity Sorority Council (IFSC): *Promotes cooperation and coordination between all Greek organizations on campus.*

 Box 679

Resident Student Association (RSA): *An umbrella organization which provides a structure for resident students to assist other students, develop leadership, create social and educational opportunities, and represents the voice of resident students to the University.*

☐ St. Cassian Hall - First Floor


 Box 667

 991-2117

Students' Government Association (SGA): *The officially recognized representative of the student body which protects individual interest through collective action, as well as maintaining academic freedom, academic responsibilities, and student rights. Elected members serve on nearly every major University committee.*

☐ 303 La Salle Union

 Box 719


 951-1385

Programming Organizations

Activities Programming Board: *Plans and schedules campus entertainment which is social, cultural, or educational such as concerts, films, and comedy/variety acts.*


☐ 304 La Salle Union


 Box 669

 951-1381


African American Students League (AASL): *Presents activities from a multicultural perspective and coordinates Black History Month.*

☐ 305 La Salle Union

 Box 723

 951-1313

Hillel: *Schedules events and activities that encompass the Jewish culture and religion.*

 Box 722

STUDENT ORGANIZATIONS

Student Media

Collegian: La Salle University's weekly student newspaper.

- ☐ 017 La Salle Union (Lower Level)
- ☐ Box 417
- ☐ 951-1398

Explorer: La Salle University's student produced annual yearbook.

- ☐ 300 La Salle Union
- ☐ Box 685
- ☐ 951-1380

Grimoire: The annual student produced literary magazine of short stories, poetry, and artwork.

- ☐ 305 La Salle Union
- ☐ Box 709
- ☐ 951-1005

LaSPAM: The La Salle Political Awareness Magazine, a newsletter produced by students and published several times each semester.

- ☐ Box 676

WEXP (AM 530): The campus-carrier-current radio station and "Underground Sound That's Changing La Salle."

- ☐ 302 La Salle Union
- ☐ Box 698
- ☐ 951-1003



Music/Speech/Theater

Gavel Society: La Salle University's nationally ranked forensics team.

- ☐ Box 689

Jazz/Pep Band: Performing on- and off-campus concerts and at athletic events.

- ☐ 309A La Salle Union
- ☐ Box 688
- ☐ 951-1002

La Salle Singers: Men's and women's vocal ensemble performing each semester on campus.

- ☐ 307A La Salle Union
- ☐ Box 701
- ☐ 951-1003

Masque: The theater organization staging musical, comedy, and dramatic productions.

- ☐ Box 700
- ☐ 951-1410 (Box Office)

Sororities

Alpha Sigma Tau (ΑΣΤ): Promoting the ethical, cultural, and social development of its members.

- ☐ Box 628

Alpha Theta Alpha (ΑΘΑ): Growing together in sisterhood and friendship while providing the campus and community with social and service activities.

- ☐ Box 686

Delta Phi Epsilon (ΔΦΕ): Founded at La Salle in 1985, the Delta Phi Epsilon sorority helps to raise money for the Cystic Fibrosis Foundation.

- ☐ Box 655

Gamma Phi Beta (ΓΦΒ): Developing the highest type of womanhood through education, social life, and service to country and humanity.

- ☐ Box 654

Gamma Sigma Sigma (ΓΣΣ): Assembling the women of La Salle University in the spirit of service to humanity as well as serving to develop friendship among women of all races and creeds.

- ☐ Box 725

Phi Gamma Nu (ΦΓΝ): Fostering the study of business in colleges and universities as well as upholding the interests of our alma maters through the encouragement of high scholarship, participation in school activities, and the

association of students for their mutual advancement.

☞ Box 732

Fraternities

Alpha Chi Rho (AXP): Founded in 1895, the CROWS pride themselves on being an academic as well as social and service organization.

☞ Box 696

Delta Sigma Pi (ΔΣΠ): Fostering the study of business in college.

☞ Box 682

Phi Beta Sigma (ΦΒΣ): Developing the ideals of brotherhood, service, and scholarship.

☞ Box 714

Phi Gamma Delta (FIJI): Dedicated to serving each other, the fraternity, the La Salle University community, and the community as a whole.

☞ Box 702

Phi Kappa Theta (ΦΚΤ): At La Salle since 1968, our motto is "Give, expecting nothing thereof."

☞ Box 704

Pi Kappa Phi (ΠΚΦ): Defining brotherhood through our actions as a chapter and as individual brothers.

☞ Box 692

Sigma Phi Epsilon (ΣΦΕ): Impressing upon its members the true significance of fraternal relationships as well as creating and perpetuating friendship among all persons.

☞ Box 712

Sigma Phi Lambda (ΣΦΛ): Fostering true friendship and Christian fellowship among its brothers based on a spirit of brotherhood.

☞ Box 703

Tau Kappa Epsilon (TKE): At La Salle since 1963, TKE has established a strong tradition of community service and is a great place to make friends.

☞ Box 721



Honor Societies

Alpha Epsilon Delta (Pre-Med): Encouraging excellence in premedical scholarship.

☞ Box 672

Alpha Epsilon Rho (Communications): Providing a forum for La Salle University communication students to contribute

experiences and gain invaluable knowledge in the ever-changing world of mass communications.

☞ Box 658

Alpha Iota (Criminal Justice): Promoting the activities of the National Criminal Justice Society (Alpha Phi Sigma) and assisting in its operation.

☞ Box 739

Beta Alpha (Accounting): Encouraging the ideal of academic excellence in the field of accounting and recognizing with honor those students and practitioners who have dedicated themselves to achieving this ideal.

☞ Box 675

Business Administration Honor Society: Rewarding and encouraging academic scholarship among the students of the School of Business Administration as well as promoting communication among organization members, faculty, administration, and the business community.

☞ Box 652

Gamma Iota Sigma (Risk Management): Providing a channel for dissemination of information related to Risk Management and Insurance to the college community.

☞ Box 684

Kappa Mu Epsilon (Math): Promoting an increase of knowledge in various areas of mathematics and related fields of study by

STUDENT ORGANIZATIONS

opening the lines of communication among persons having interest in mathematics.

☐ Box 680

Lambda Iota Tau (English): Recognizing and promoting excellence in the study of literature.

☐ Box 694

Omicron Delta Epsilon (Economics): Promoting interest and activity in the field of economics.

☐ Box 664

Phi Alpha Beta (Biology): Propagating the advancement of biological studies.

☐ Box 687

Phi Sigma Iota (Foreign Language): Recognizing outstanding ability and attainments in the study of teaching of foreign languages.

☐ Box 705

Pi Delta Phi (French): Furthering understanding and friendship with France and the French people as well as encouraging the study of French among those taking French courses and those showing an interest in French.

☐ Box 708

Psi Chi (Psychology): Providing an informal atmosphere for the exchange of ideas and views in the field of psychology.

☐ Box 710

Sigma Theta Tau (Nursing): Recognizing superior achievement as well as developing leadership qualities in the field of nursing.

☐ Box 692

developments in chemical research and industry.

☐ Box 678

Computer Science/Math Club: Providing computer science majors and other students



Co-Curricular Organizations

Accounting Association: Promoting a greater interest among accounting students in the accounting profession.

☐ Box 671

Alpha Delta Mu (Social Work): Advancing excellence in social work practice and encouraging, stimulating, and maintaining scholarship of the individual in all fields, particularly social work.

Association of Computing Machinery: Promoting an increased knowledge of the science, design, development, construction, languages, and applications of modern computing machinery.

☐ Box 680

interested in the field of computer science with an opportunity to pursue their interest through extracurricular activities.

☐ Box 695

Council for Exceptional Children: Promoting professional standards of a high order and improving the preparation of all professionals dealing with exceptional children and youths.

☐ Box 711

Council For Leadership Excellence: Promoting the highest ethical standards among potential/current student leaders as well as

helping students learn the critical skills that are necessary for effective leadership.

☐ Box 656

Criminal Justice Association: Promoting student participation in functions designed to develop a more thorough understanding of the criminal justice professions.

☐ Box 739

French Club: Furthering understanding and friendship with France and French people.

☐ Box 668

Geology Club: Furthering interest and provocative discussion in the various fields of Geology.

☐ Box 731

German Club: Enriching and promoting the study of German as well as offering German language students an opportunity to participate in organized cultural activities.

☐ Box 690

Graduate Nurses Organization: Offering opportunities for professional networking and support for the graduate nursing student as well as providing opportunities for leadership and the development of leadership skills.

☐ c/o GRADUATE NURSING

Health Care Administration Society: Providing a forum for the college community to discuss issues related to the health care delivery system.

☐ Box 661

Historical Society: Fostering and promoting an interest in history.

☐ Box 691

Investment Club: Investing (the club's) money in stocks, bonds and securities for the education and benefit of its members.

☐ Box 734

Italian Club: Promoting Italian culture on campus by providing an agenda of activities designed to enhance the Italian language competencies of its membership.

☐ Box 693



La Salle Theological Society: Gaining insight, understanding, and appreciation of the religious forces which have created Western and other cultures and which continue to shape and direct the future of our world through discussion, study, and collaborative learning.

Marketing Association: Fostering scientific study and research in the field of marketing.

☐ Box 699

MBA Students Association: Providing opportunities for experiences beyond the classroom for the business professional.

☐ Box 736

Pastoral Counseling Graduate Student Association: Providing a formal representation of student interests and needs in the Pastoral Counseling Program.

☐ c/o GRADUATE RELIGION

STUDENT ORGANIZATIONS

Philosophy Club: *Providing an organization for those students who are interested in philosophy to pursue their interests beyond the classroom.*

☎ Box 624

Psychology Club: *Providing an organization for those students who are interested in psychology to pursue their interests outside the classroom.*

☎ Box 710

Registered Nurses Association: *Promoting and fostering the philosophy, purposes, and objectives of the La Salle University School of Nursing.*

☎ Box 677

Sociological Association: *Stimulating interest in Sociology and its related fields.*

☎ Box 627

Spanish Club: *Providing those interested members of the La Salle community an opportunity to converse in the Spanish Language.*

☎ Box 665

St. Thomas More Society: *Providing essential information and activities for the preparation of careers in law.*

☎ Box 718

Student Economic Association: *Promoting among the students of La Salle University an interest in the discipline of economics and a*

greater knowledge of economy in the modern world.

☎ Box 683

Student Social Work Association: *Fostering a spirit of professionalism among La Salle social work students both on campus and off, as well as providing for a greater degree of socializing among social work majors, faculty and alumni.*

☎ Box 657

Ukrainian Club: *Fostering an interest in Ukrainian culture and language.*

☎ Box 735

Extra-Curricular Organizations

Aikido Club: *An organization to develop and maintain for all University individuals a class providing self-defense instruction.*

Amnesty International: *Securing throughout the world the observance of the provisions of the Universal Declaration of Human Rights.*

☎ Box 726

American-Asian Intercultural Association (A-ASIA): *Creating an awareness of Asian culture by engaging in service to the University and the surrounding community.*

☎ Box 697

Black Residents Support Council: *Becoming better informed of current events on campus in order to address issues concerning black residents at La Salle University.*

☎ Box 724

Club Earth: *Providing the La Salle community with a greater understanding of the environmental problems facing the campus, the city, and the world today.*

☎ Box 738

College Republicans: *Fostering and encouraging the activities of the Republican Party, assisting in the election of Republican candidates to local, state, and national office, and formulating programs aimed at involving college students in the Republican Party.*

☎ Box 716

Committee for the Homeless: *Committed to working towards the alleviation of the problem of homelessness in Philadelphia.*

☎ Box 729


Covenant House: *Increasing awareness of the lack of justice towards children.*

☎ c/o CAMPUS MINISTRY

Cycling/Racing Club: *Providing students, faculty, and staff the opportunity to share their interests in a friendly and relaxed atmosphere, train and ride together, and participate in the club's planned events.*


☎ Box 638

G.A.E.L.S.: Providing La Salle Students with an opportunity to learn more about their Irish-American heritage and supporting Irish cultural events on campus.


 Box 621

Hellenic Society: Promoting the Hellenic culture, heritage, and history while promoting links between members of the organization and the contemporary Greek culture.


Ice Hockey Club: Providing an opportunity for all students to participate in organized, collegiate ice hockey.

 Box 647

Karate Club: Providing martial art instruction to La Salle students and enabling them to participate in promotions and tournaments.

 Box 651

Museum Associates: Promoting and administering the Gallery for the educational and cultural benefit of the La Salle community.

 c/o ART MUSEUM

Organization of Latin American Students (OLAS): Developing an awareness and understanding of Latino culture and promoting understanding throughout the University community.

 Box 622


Right To Life Committee: Generating a Pro-Life spirit and attitude among the La Salle University community.

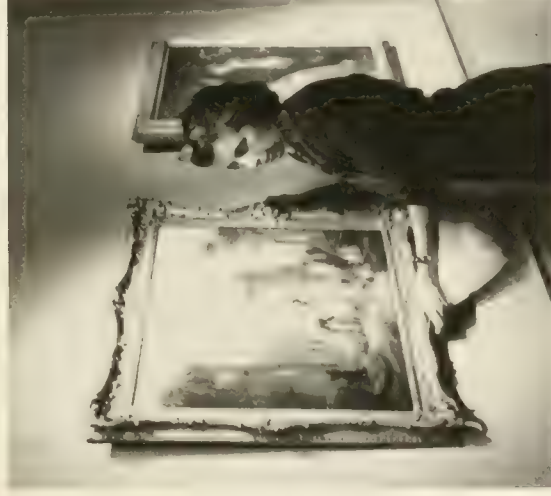
 Box 740

Rugby Club: Joining disciplined physical activity with camaraderie while enjoying the one true amateur sport left in the world.


 Box 646

SEXASHI: Providing peer to peer education for the La Salle community about sexual health issues while upholding the standards of the University.

 c/o Student Health Services




Student Political Association: Providing a symposium for all members of the University community to learn about the political process in a setting outside of the classroom.


 Box 643

Technical Theater Association: Uniting the students involved in technical theater and stage crews as well as increasing the professionalism


and ability of the groups providing these services.

 Box 659


University Peers: Providing information to students about alcohol and other drugs in an effort to heighten their awareness about the role these substances play in their lives.

 Box 706

Volleyball Club: Providing an outlet for students who enjoy amateur volleyball.

 Box 631

Women's Lacrosse Club: Providing women an opportunity to participate in organized, collegiate lacrosse.

 Box 649

Young Democrats: Fostering and encouraging the activities of the Democratic Party, assisting in the election of Democratic candidates, and formulating and administering programs aimed at involving college students in the Democratic Party.



University Governance, Policies, and Procedures

PART I:

UNIVERSITY GOVERNANCE

With more than 5,900 students in day and evening classes, some 405 full and part-time faculty, 180 administrators, and alumni numbering over 36,000, a certain number of administrative arrangements and operational procedures are needed. Students should understand these processes to enhance their experiences and also to assume their significant role in the governance of the University.

Student Participation in Governance

An organizational structure has been developed which recognizes that the three primary constituencies of the University — students, faculty, and administration — have major roles to play in governing the University, and that a formal communication system is essential for effective operation.

The University has established a system of decision making by which final decisions are made at the lowest level of administration consistent with the concept of interested representation and collegiality. It is through this system that students play a role in governing the University.

The President

The Board of Trustees has final legal authority for all University business. However, it is the President who, as Executive Officer of the Board, carries final authority for day-to-day operational policies and decisions. The President is the chief officer of the entire institution, the official representative of the University to its various publics, and the administrator who has overall responsibility for planning, supervising, managing, and evaluating the work of the University.

University Council

In formulating University policy and in making major operational decisions such as on budget matters, the President enjoys the collaborative assistance of University Council, a body composed of three student representatives appointed by the Students' Government Association; three faculty members appointed by the Faculty Senate; four Academic Deans; the Provost; and the four Vice Presidents. The guiding concept behind this collaborative arrangement at La Salle is referred to as "President-in-Council." The President has final authority for approving new policies and for changing old policies; however, such actions can be taken only after review with Council.

Provost and Vice Presidents

The University is organized into five areas, headed by the Provost and four Vice Presidents. These officers report directly to the President. The responsibility of each area is evident in its name: Academic Affairs, Business Affairs, Development, Enrollment Services, and Student Affairs.

The Provost is responsible for the University's central mission of teaching and learning. He is assisted in these responsibilities by the Deans of the School of Arts and Sciences, the School of Business Administration, the School of Continuing Studies, and the School of Nursing; and by the Directors of various academic services such as the Registrar, the Library, and Academic Computing and Technology. The Deans are in turn assisted by the Academic Department Chairs within their respective Schools.

The Vice President for Business Affairs is responsible for administering fiscal programs, security, food service, and the physical plant. The Vice President is assisted by a Comptroller and the Directors of the Campus Store, Computer Resources, Food Services, Mail and Duplicating Services, Personnel, Physical Facilities, and Security.

The Vice President for Development is charged with directing the University's fund raising programs and of communicating its policies and goals to its many publics. The area includes the Directors of Annual Fund, Planned Giving, Public Affairs, Alumni, News Bureau, Career Planning and Placement, and their staffs.

The Vice President for Enrollment Services is directly responsible for developing and implementing enrollment management (student recruitment and retention) strategies and activities. The Vice President is assisted by the Director of Admissions, the Director of Financial Aid, the Director of Communications — responsible for University advertising and promotion — and the Coordinator of Institutional Research.

The Vice President for Student Affairs is responsible for administering student life programs and services outside the classroom. Under the Vice President's direction, religious, psychological, social, cultural, recreational, and athletic programs are conducted. Services are provided in the areas of resident life, recreation and athletics, counseling, health, and student life, as is a judicial system for adjudicating violations of University regulations. The Vice President is assisted by the Assistant to the Vice President for Student Affairs and the Directors of Recreation and Intercollegiate Athletics, Campus Ministry, Counseling Center, Health Services, Resident Life, and Student Life.

University Committees

Committees have been established in each administrative area to assure the participation of all constituencies; accordingly, provision is made on all standing committees of the University to reflect the views of students, faculty, and administration. Except for those committees whose chairs are designated ex-officio, committees select a chair from among faculty and administration members at the beginning of each academic year.

The Students' Government Association appoints the students who sit on all standing University committees (with the exception of the Residence Hall Advisory Board).

Following is a partial list of the major standing committees of primary concern to students:

Academic Department Boards: Students are offered the opportunity to participate in decisions regarding academic life through membership in academic department boards. Although each academic department may organize in its own manner, typically these boards consider such things as curriculum revision, teacher evaluation, tenure and advancement in rank, and general academic concerns.

Activities Funding Board: The Activities Funding Board has been established to assist the Director of Student Life in administering student organization accounts.

The duties of the Board include reviewing budgets of all student organizations requesting or receiving institutional funding, hearing the funding requests of new student organizations, annually recommending and submitting budget appropriations for regularly funded organizations, hearing requests of student organizations desiring funds which exceed their annual budget allotment and providing financial assistance for new programs, arbitrating disputes related to student organization accounts, and recommending to appropriate University authorities modifications or additions to the way in which funds are secured for student organizations.

The membership includes three faculty members appointed by the Faculty Senate, three student affairs administrators, six students appointed by the Students' Government Association, and the Assistant Director of Student Life for Organization Advising (ex-officio and chair).

Athletics Committee: The Athletics Committee advises the Vice President for Student Affairs on current and proposed policies and practices regarding intercollegiate and intramural athletics, the selection and appointment of the Athletics Department administrative and coaching staffs and the Faculty Athletics Representative (FAR), and on major topics related to the department's activities and planning. The Committee meets regularly with the Director of Recreation and Intercollegiate Athletics and/or the Vice President to discuss matters which deserve their attention or to consider issues on which they seek advice.

In addition to policy review and formulation and personnel issues, the Committee receives the annual reports of the Athletics Director and the FAR and invites regular communication with them. The Committee also meets periodically with coaches, student-athletes, and administrators to discuss their experiences and to receive recommendations for the improvement of the University's intercollegiate and intramural athletics programs. The Athletics Committee members communicate routinely with and serve as a liaison between their respective constituent groups and the Department of Recreation and Intercollegiate Athletics.

The committee is composed of one student affairs administrator, six faculty members, two students, two alumni, and the Faculty Athletics Representative.

Food Services Committee: The Food Services Committee is advisory to the Director of Food Services for the purpose of maintaining a formal communication link between the Food Services Administration and the various constituencies which it serves. It provides the Director of Food Services with a forum to receive advisory information to aid in formulating departmental policy and operating procedures.

The committee is comprised of the Director of Food Services, who serves as chair; the Assistant Director of Food Services or one of the Food Services managers, appointed by the Director of Food Services; a Resident Life staff member, appointed by the Director of Resident Life; one faculty representative, appointed by the Faculty Senate; one Day Division student (preferably a commuter), appointed by the Students' Government Association; one Continuing Studies student, appointed by the Continuing Studies Student Council; and two students appointed by the Resident Student Association. Should the Continuing Studies Student Council fail to appoint a representative, the position will revert to the Students' Government Association for appointment.

Judicial Board: The purpose of the Judicial Board is to adjudicate cases involving violation of the University's rules and regulations. Membership includes five faculty members and fifteen students. A panel of four students and one faculty member is drawn from the available board members to hear a case. The fifteen student members of the board are appointed by the Students' Government Association

after consultation with the current board members. The five faculty members of the board are appointed by the Faculty Senate.

Health Services Advisory Committee: The Health Services Advisory Committee is an advisory board to the Director of Student Health Services and the Vice President for Student Affairs, assisting with the development and review of student health policies, services, and education programs. The Committee meets regularly with the Director to share its views on Health Services matters or to consider questions on which the Director has sought advice or assistance.

The Health Services Advisory Committee has the following responsibilities regarding the Acquired Immune Deficiency Syndrome: develop and monitor education and to prevent the transmission of AIDS and HIV infection and to prevent the transmission of AIDS within the University community; serve in a consultative capacity when requested regarding individual cases of HIV infection; serve in an advisory capacity to University administrators regarding the institutional response to AIDS; and, review and update the University guidelines and protocols by considering changes in the available knowledge regarding AIDS and in national, state, and University policies.

The committee is composed of three Student Affairs administrators, three faculty members appointed by the Faculty Senate, three students appointed by the Students' Government Association, and the Director of Student Health Services (ex-officio and chairperson).

The Resident Life Advisory Board: The Resident Life Advisory Board advises the Director of Resident Life on matters related to residence hall living. It is the appropriate group for student, faculty, and staff involvement in decisions about the nature and quality of resident life. The Board meets regularly to discuss issues and topics of concern and interest.

The Resident Life Advisory Board is comprised of two residence hall student staff members; three students at large, appointed by the Resident Student Association; the President of the Resident Student Association; one Resident Director; two Resident Life professional staff members; one Student Life staff member; one Food Services staff member; one faculty member; and the Director of Resident Life (ex-officio and chair).

Security and Safety Advisory Committee: The Security and Safety Advisory Committee advises the Director of Security and Safety and the Vice President for Business Affairs on matters related to safety and security and provides an avenue of communication for concerns and suggestions from all areas of the University. In carrying out its charge the committee shall concern itself with matters relating to delivering appropriate security services to the University community. It shall also be concerned with recommending and coordinating matters relating to campus safety which shall include issues of job safety and compliance with all federal, state, and local rules and regulations effecting safety in the work place. The committee shall review accident/injury reports, monitor trends, and recommend corrective action plans. The Committee shall be comprised of the Director of Security and Safety and the Director of Personnel, or his or her representative, who shall serve as co-chairpersons; one faculty representative appointed by the Faculty Senate; three students (one each appointed by the Resident Student Association, Students' Government Association, and the Adult Student Council, respectively); a representative of the Athletic Department appointed by the Director of Athletics, the Director of Student Health Services, or his or her designate, a representative of the Food Services Department, appointed by the Director of Food Services; a representative of the Physical Facilities Department, appointed by the Director of Physical Facilities, and at the discretion of the Provost and each vice president a representative staff person from his or her area, if not otherwise represented, a representative of the School of Continuing Studies faculty or staff as appointed by the Dean of the School of Continuing Studies.

Student Affairs Committee: The Student Affairs Committee is an advisory board to the Vice President for Student Affairs and is primarily concerned with the formulation and review of major policies governing student life outside the classroom. The committee meets regularly to acquaint the Vice President with its views on matters within the Student Affairs area which require attention and/or to consider questions on which the Vice President seeks its advice or aid in the discharge of his or her decision-making responsibilities. In addition to policy review and formulation, the committee has authority to review and make recommendations concerning all student affairs services, activities, and regulations. Any policy relating to

issues under the charge of the Student Affairs Committee, whether a new policy, a revision of previous policy, or an addition of a heretofore unpublished policy, must be submitted to the Student Affairs Committee for consultation and a vote prior to its inclusion in the *Student Handbook*. The proposed policy change/addition should be presented in the form that is to appear in the published handbook. The Student Affairs Committee also may suggest actions to University Council on student life matters.

The committee comprises three student affairs administrators, three faculty members, six students, and the Vice President for Student Affairs (ex-officio and chair).

Student Press Committee: The Student Press Committee has been established to create and maintain an environment in which high quality student publications might most effectively benefit the entire University community. The committee formulates general policies for the student newspapers and advises the Vice President for Student Affairs on matters in that domain.

The Student Press Committee will be composed of the following ten voting members: *Collegian* Editor (ex-officio), WEXP station manager (ex-officio), two at-large student members, neither of whom should be a member of any publication/station whose editors/manager sit ex-officio on this committee, three faculty members to be appointed by the Faculty Senate, one administrator to be appointed by the Vice President for Student Affairs, the *Collegian* Advisor, and the WEXP Advisor.

University Calendar Committee: See pages 82-83.

Employment Policy

La Salle University is an Equal Opportunity Employer and does not discriminate against any applicant for employment at the University because of race, color, religion, sex, age (40 and above), national origin, sexual orientation, marital status or handicap or disability which does not interfere with performance of essential job functions after reasonable accommodation, if any. Employment is based upon an applicant's ability to meet the established requirements for employment. This commitment extends to participation in all educational programs and activities of the University.

Part II:

GENERAL STUDENT POLICIES

Academic Freedom Rights for Registered Students

INDIVIDUAL RIGHTS

Disclosure of Information under the Family Educational Rights and Privacy Act.

1. Each and every registered student of the University (hereafter "a student") has the right to review his or her own educational records in compliance with the Family Educational Rights and Privacy Act of 1974. The following materials may not be reviewed: private notations in the sole possession of one person, parents' confidential statements, and psychiatric and other medical records. However, psychiatric and other medical records may be reviewed by a physician or other appropriate professional of the student's choice.
2. A student has the right to place in his or her own educational records materials of an explanatory nature concerning any item held therein. Any such material shall bear a notation that it was placed in the file at the student's request.
3. A student has the right to waive his or her right of access to any materials in his or her own educational records. No such waiver shall be effective unless it is made in writing. All materials collected during the time such waiver was in effect shall be exempt from access by the student during any future examination.
4. A student has the right to refuse access to his or her own educational records, or to any item contained therein, to any person or agency not authorized under the Act. Those who are authorized under the Act include school officials and faculty who have a legitimate educational interest, officials of other schools

in which a student seeks to enroll, and certain federal and state educational agencies.

5. A student has the right to request that his or her own educational records be amended if they are inaccurate, misleading, or violate his or her privacy or other rights. If the request is denied, the student is entitled to a hearing according to established University procedures.
6. A complete text of the Act, as well as those Federal Regulations issued under the Act, is available for inspection in the office of the Registrar.

Disclosure of Information under the Student Right-To-Know Act

In compliance with Title I - Section 103 of the *Student Right-To-Know and Campus Security Act*, as amended by the Higher Education Technical Amendments of 1991, the one-year persistence rate for first-time degree seeking students who entered La Salle University in Fall 1991 on a full-time basis was 83%. Inquiries pertaining to this information should be directed to the Office of the Registrar.

Curricular Standards

1. A student shall have the right to pursue any course of study available within the University, providing he or she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements in the program.
2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.
3. A student shall have the right to see his or her own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.
4. Upon request, a student shall have the right to have his or her grade on such written material explained by the instructor. A

request for such explanation must be made within one week after the written material, as graded, is made available to the student.

5. Final Grades. If a student believes that his or her final grade is the product of the instructor's bias, whimsy, or caprice, rather than a judgement on the merits or demerits of his or her academic performance, the student must follow the procedure described in this subsection.

- a. The student must initiate the complaint procedure within the first two weeks of the next regular semester.
- b. After receiving an explanation from the instructor in the course, the student may make a formal complaint to the instructor, giving his or her reasons, in writing, for thinking that the grade was biased, whimsical, or capricious.
- c. If dissatisfied with the explanation that has been given, the student may appeal to the head of the relevant department.
- d. The student has a further appeal to the appropriate Dean, who will
 - (1) request a written statement from the student which shall contain a complete and detailed exposition of the reasons for the student's complaint. A response from the faculty member will then be requested; and
 - (2) advise and assist the student in a further attempt to resolve the problem at the personal level.
- e. If the student remains dissatisfied with the explanation, the student may initiate a formal appeal.

- (1) The faculty member who is accused of bias, whimsy, or caprice may elect one of two procedures. The faculty member may request that the Dean investigate the matter personally. In the alternative, the faculty member may request that a committee investigate the matter and read a judgement on the merits of the complaint. In either case, the burden of proof shall be upon the complainant. Neither adjudicating forum (Dean or Committee) shall substitute his or her or its

academic judgement for that of the instructor; but shall investigate and adjudicate only the complaint of bias, whimsy, or caprice.

- (2) If a committee is to be established, the Dean shall appoint the committee, consisting of two students and three faculty members. Two of the faculty members shall, if possible, be from the department responsible for the subject in which the grade was given, and the third from some other discipline.
- (3) Should the designation of the review body (Dean or Committee) be delayed beyond a reasonable time, then the committee structure described in item (2) above will be convened and the question heard.

f. If it is found that the grade given was neither biased, whimsical, nor capricious, the case shall be dismissed. If it is found that the grade given was the product of bias, whimsy, or caprice, the review body (Dean or Committee) shall direct that a notation be entered on the student's transcript that the grade "had been questioned for cause and the recommendation had been made that it be changed because of apparent bias, whimsy, or caprice."

The original grade, however, will remain a part of the transcript.

6. A student shall be promptly informed if he or she is placed on any form of academic censure.

Speech and Expression of Opinion

1. No student shall be penalized for the reasonable expression of any view which is relevant to the classroom discussion or written material.
2. A student participates in student organizations and activities in his or her own time, and by his or her own decision. No student shall be penalized for any such participation, but neither shall any student claim indulgence from academic obligations by virtue of such participation.

COLLECTIVE RIGHTS

1. Students shall have the right, through their representatives, to participate with full privileges, together with faculty and administration, in the development of both University departmental curricula through University Council and Academic and Department Committees and Boards.

2. Students shall have the right to express an opinion in decisions regarding the evaluation, tenure, and promotion of faculty and department heads.

The University promises to listen to such opinion, if rendered in good faith. However, the University will not be bound by student opinion in such decisions nor will failure to secure such opinion constitute a ground for complaint by a faculty member who has not been re-hired, promoted, given tenure, or made department head.

3. The University shall establish and adhere to nondiscriminatory policies of equal opportunity to all academic facets of the University.

Academic Responsibilities of Registered Students

INDIVIDUAL RIGHTS

University Regulations

Students are responsible for acquainting themselves with the academic regulations of the University as outlined in the *Student Handbook* and the University Bulletins. Ignorance of the regulations does not excuse any student from their application.

Provision of Information

Students are responsible for supplying standard information, when required by the University, on their own personal background and academic history, in a clear, complete, and accurate manner. Misrepresentation in this respect is a serious matter.

Curricular Standards

1. Students are responsible for meeting the requirements of class attendance, test dates, and assignment deadlines, and for proper behavior during classes.

2. Students are responsible for the integrity of their academic work. In this regard plagiarism is a serious violation. Plagiarism is defined as the presentation of the ideas of another as one's own. Any use of another's ideas without proper acknowledgement is plagiarism.

Speech and Expression

In the exercise of their rights of free speech and expression, students should respect the sensitivities and the corresponding rights of others.

Collective Responsibilities

Students are responsible for honoring the obligation they assume when accepting positions on collegiate committees and boards.

Pre-Registration Procedure

Pre-registration takes place during November and March each year. Complete information about the registration lottery and the advise ment process are mailed to each enrolled student approximately one week before each class registers. Schedules of classes are available in the Registrar's Office and in the office of the department chairs. All students are asked to complete a pre-registration form by listing a roster of classes for the next semester. The form must then be reviewed and signed by an academic advisor before it is submitted to the Registrar's Office. In addition, any outstanding financial responsibilities on the part of the student can prevent a student's rostering for classes for the next semester. Students are asked to see that these are cleared before pre-registration.

Change of Courses

Until noon of the fifth day of each Fall and Spring semester, a student may make a change in his or her roster, provided that classes being added have not reached their capacity.

Repeated Courses

Students are responsible for reporting to the Registrar's Office any course in which the student is enrolled that is being repeated in any given semester. If a student repeats a course, only the higher grade is counted in the academic index. However, the previous grade(s) will remain on the academic record of the student. A student may not repeat a course more than once without permission from the dean.

Pass/Fail Option

Students may take free electives under a pass/fail option. If they indicate this option to the Registrar within three weeks after the course begins, the grade for the course will be recorded as S (satisfactory) or U (Unsatisfactory). Such grades will not affect the cumulative index, but semester hours graded S will be counted toward the total required for graduation.

Graduation Application

Students are responsible for filing an application for degree with the Registrar one year before the expected date of graduation.

Address Change

When there is a change in a student's permanent home address or temporary local address, the Registrar's Office should be notified immediately. Students not living at home with their parents/guardians or in University residence facilities, who have not provided their current off-campus address to the Registrar's Office, will not be allowed to pre-register for classes in subsequent semesters until the address change is filed.

Withdrawal from the University

Under certain circumstances, the student who withdraws may receive a partial refund on his or her tuition. Information on terms and conditions is available on the student's invoice. There are no excep-

tions to these terms and conditions. Additional inquiries may be directed to the Bursar's Office. Resident Students must also complete a withdrawal from residence form and submit it to the Resident Life Office.

Financial Delinquency

A student who is financially delinquent forfeits the privilege of attending class. A student who is financially delinquent at the close of a term is not permitted to complete registration for a succeeding term unless his or her account is settled.

Student Records

As custodian of student records, the University assumes an implicit and justifiable trust. This trust involves a recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the University accepts responsibility for exercising effective care and concern in recording and disseminating information about students. Student records are released only to appropriate authorities within the University, except when the student has given his or her formal consent, or when the safety of the student and others and/or property is endangered.

Disciplinary Records

Disciplinary Records are for internal use only and are not made available to persons outside the University except on formal written request of the student involved. Disciplinary information is not included on University transcripts. Intra-University use is at the discretion of the Assistant to the Vice President for Student Affairs, who may inform other officials in the institution of the student's disciplinary status when necessary to the discharge of their official duties. The Assistant to the Vice President assumes the responsibility of maintaining the confidentiality of disciplinary records and for destruction of such records, with the exception of cases in which the sanction of Suspension or Dismissal was imposed, five years after the student has graduated or withdrawn from the University.

Access to Educational Records and Rights to Privacy

Congress in 1974 enacted legislation — Public Law 93-380, commonly referred to as the Buckley Amendment — which is intended to protect students from having incorrect information contained in their school files and which also is intended to limit who may have access to their educational records. In compliance with the law, La Salle University is prepared to assist students who wish to review their records or who have questions about the law.

Public Law 93-380 specifically requires that students and parents of dependent students be permitted to examine official University educational records which contain information used in making decisions or recommendations about students. These records include those normally maintained by the major department, academic dean, Assistant to the Vice President for Student Affairs, Registrar, and Business Offices. Each University office and department having such records has an established procedure for a student to review his or her official records and to challenge the accuracy of them. A STUDENT MUST MAKE A FORMAL REQUEST TO EXAMINE HIS OR HER RECORDS. Material may be permanently removed from a student's file when mutual agreement is reached by the promulgator of the information and the student or when the results of a formal hearing called for this specific purpose direct this action.

Instructor's notes, campus security records, psychiatric, psychological, and medical records, parents' financial statements, and material to which the student has waived his or her right of access in writing are among the records exempted by the law from examination.

Public law 93-380 also limits who outside the University may have access to a student's records. Except as provided by law, educational records may not be transmitted to individuals or agencies outside of the University without the student's written consent. STUDENTS, THEREFORE, ARE EXPECTED TO GIVE WRITTEN PERMISSION WHEN REQUESTING THE UNIVERSITY TO FORWARD RECORDS TO OFF-CAMPUS PERSONS, AGENCIES, OR INSTITUTIONS. The law permits the University to release without permission such information as a student's name, dates of attendance, major field,

participation in officially recognized activities and sports, and degrees and awards received.

Identification Cards

All students are photographed for an identification card when first entering the University. The ID is non-transferable (individuals loaning their IDs to other students or to non-students are subject to disciplinary action) and is carried whenever on campus and presented upon request to University administrators, faculty, or campus security guards. The card verifies status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. A valid ID is required to use the facilities of Hayman Hall.

The ID is intended to last throughout the four years; a replacement fee is charged for the production of a new card.

Computer Usage

All computer users must practice ethical behavior in their computing activities. Abuse of computer access privileges is considered to be a serious matter. The computing resources are provided for the use of staff, faculty, and students who are currently enrolled in courses approved or designated as requiring computer resources. The privilege of use by a student is not transferable to another student, to an outside individual, or to an outside organization. The theft or other abuse of computer time or facilities is not different from the theft or abuse of other University property, and violators of the computing privilege will be subject to disciplinary action. This includes, but is not limited to:

1. unauthorized entry into a file, either to read or to change;
2. unauthorized transfer of files;
3. unauthorized entry into a network;
4. unauthorized use of another individual's computer account;

5. use of computing facilities to interfere with the work of another student;
6. use of computing facilities to send obscene or abusive messages;
7. use of computing facilities for frivolous activities during times of high demand.

Persons are to conduct themselves in a professional manner and to accomplish tasks as expeditiously as possible. For reasons of security the University retains the right to review programs and files stored on the Hewlett-Packard minicomputer. Computer services allocated to individuals through accounts on the Hewlett-Packard should be respected by all as private and valuable property for academic pursuits. Users are responsible for their own user names and the security of their passwords and for the activities of anyone using them. Use of the computing privilege to interfere with the normal operation of University computing systems or of any other system accessible through the University's system is prohibited and is subject to disciplinary action.

Demonstrations

University Council has adopted a policy that disciplinary action up to and including dismissal may be taken against any member of the University community who acts to prevent invited lecturers from speaking, disrupts University operations in the course of demonstrations, or obstructs and restrains other members of the academic community and campus visitors by physical force.

The University recognizes that when an issue is of sufficient import to require extraordinary measures to call attention to it, a demonstration may be deemed justifiable by an aggrieved or advocating sector of the University. When such is the case, the University insists that no demonstrating person or group shall abridge the rights of others in the regular conduct of the University's affairs. At the same time, the University for its own part strives to maintain means for open and honest dialogue through normal channels of communication.

Veterans

Veterans attending under the benefits of the "Veterans Readjustment Act of 1966" are required to submit their "Certificate of Eligibility" to the Registrar's Office. The Registrar's Office will certify the Veteran's enrollment and attendance for each term to the Veteran's Administration. If the Veteran withdraws, and returns to the University at a later term, the Veteran must notify the Registrar's Office in writing of the request to again be certified to the Veteran's Administration. Veterans are required to satisfy their financial obligations to the University in the same manner as all other students.

Policy Statement for Students on the Use, Possession, and Distribution of Alcohol and Drugs

The abuse of alcohol or other drugs is considered a health care problem and is treated as such at La Salle University. For this statement, the term "abuse" refers to the consumption of alcohol or any illicit substance during a student's period of enrollment. This includes any consumption on campus, consumption at University sponsored activities, and inappropriate behavior on campus while under the influence of alcohol or drugs.

Federal law requires that students be informed of the sanctions which may be imposed if a student violates federal, state, or local laws regarding unlawful possession, use, or distribution of illicit drugs or alcohol. The following are examples of illegal activities and the applicable legal sanctions.

A. Alcohol

Under Pennsylvania law, a person under 21 years of age commits a summary offense if he or she attempts to or actually does (1) purchase, (2) consume, (3) possess, or (4) transport alcohol. Police must notify the parents of a minor charged with violating this law. If convicted, the minor's driver's license will be suspended. A second offense will yield a fine of up to \$500.00.

In addition, any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor in the third degree, for which the fine will be at least \$1000.00 for the first offense, and \$2500.00 for subsequent violations.

The City of Philadelphia prohibits the consumption, carrying, or possession of an open container of alcoholic beverages in the public right-of-way or on private property without the express permission of the landowner or tenant. A person who commits a violation may be subject to a fine up to \$300.00, as well as imprisonment for up to ten (10) days, if the fine, together with costs, are not paid within ten (10) days.

B. Drugs

Federal and state laws prohibit the possession, use, and distribution of illegal drugs. The sanctions for violating these laws consist, in many cases, of mandatory imprisonment coupled with substantial fines. The sanctions for any given offense varies widely, depending on the nature of the offense, the type of drug involved, and the quantity of the drug involved.

For instance, under federal law, simple possession of a controlled substance carries a penalty of imprisonment of no more than one year, plus a fine of an amount between \$1000.00 and \$5000.00. If the controlled substance contains a cocaine base and the amount exceeds five (5) grams, the offender will be imprisoned for not less than five (5) years and not more than twenty (20) years, or fined, or both.

Also, under federal law, anyone who is at least 18 years old and who distributes drugs to anyone under 21 will be imprisoned and/or fined up to twice what is otherwise provided by law, with a MINIMUM prison sentence of one year.

The Pennsylvania laws which prohibit the use, possession and distribution of drugs are similarly strict. In addition to fines and/or terms of imprisonment for violations of its drug laws, Pennsylvania recently enacted a forfeiture statute. Under this statute, someone arrested for violating state laws concerning the use, possession or distribution of drugs, is subject to seizure and forfeiture of all property used to accomplish the violation of Pennsylvania's anti-drug laws.

The University recognizes that the abuse of alcohol or other drugs has numerous long-term negative physical effects on persons who become addicted to these substances. Additionally, there are numerous other health risks associated with substance use/abuse which are common on a university campus. The abuse of alcohol and the resulting impaired judgement may result in vehicular accidents; injuries such as broken bones or burns; unsafe sex resulting in unwanted pregnancy or sexually transmitted disease; violence such as fights and date rapes; alcohol poisoning; aspiration of one's vomit; and alcoholism. Other drugs also may present risks in terms of purity/strength, predictability of effect, and contact with nefarious parties to secure the drugs.

Resources for education, treatment, and/or counseling for drug and alcohol problems are located both on and off campus. The Coordinator of Alcohol and Other Drug Education provides direct service to students and acts as a liaison with city, state, and federal resource agencies. Through the Coordinator, whose office is located in the Counseling Center, diagnostic assessments, community education, and consultations are available. Under the direction of the Coordinator, a Peer Education Program provides educational programming on drugs and alcohol and conducts the Alcohol Awareness Project which serves as an alternative sanction to fines in the disciplinary/judicial process.

Community resources such as Alcoholics Anonymous (AA) meet both on and off campus. The Coordinator of Alcohol and Other Drug Education has developed a network of area resources for assessment, second opinions, in-hospital detoxification, outpatient treatment, twelve-step programs, and other educational programming.

Controlled Substances

La Salle University intends to maintain a campus which is free of the illegal possession, use, or distribution of controlled substances. Therefore, the unlawful manufacture, distribution, and dispensing of a controlled substance is absolutely prohibited on campus as is possession and/or use of any controlled substance or any paraphernalia associated with the use of controlled substances.

When a student is judged to be guilty of illegal possession, use, or distribution of a controlled substance or of paraphernalia associated with such use, the University reserves the right to impose any of the following sanctions in accordance with established University disciplinary/judicial policies and procedures:

1. Issue a formal warning; notify parents/guardians of dependent students; impose conditions on sanctions such as fines and educational experiences; place the student on disciplinary probation; suspend the student's housing contract and/or freedom to participate in specified University activities; suspend the student's enrollment; dismiss the student from the University; and/or
2. Require the student to participate in a complete substance abuse assessment by qualified University staff and to comply with the recommendations from that assessment. Furthermore, the results of such an assessment may be reviewed by the Assistant to the Vice President for Student Affairs prior to the final adjudication of the disciplinary charges.

Alcoholic Beverages

La Salle University encourages and seeks to maintain an academic environment in which individual rights are respected and the health, safety, and welfare of the total community is promoted. While individuals who fulfill the requirements prescribed by the Commonwealth of Pennsylvania are free to choose to consume alcohol, only consumption in accordance with the following policies is permitted. The following policy, drawn from the Pennsylvania Crimes and Liquor Codes, governs the possession, sale, and consumption of alcoholic beverages on the University campus:

No person less than twenty-one (21) years of age shall purchase, consume, possess, or transport or attempt to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages on University property or at any University sponsored events. No student or University employee shall transfer or possess a registration card or other form of identification for the purpose of falsifying age to secure any alcohol, liquor, or malt or brewed beverages. Nor shall any student or University employee sell,

furnish, allow to possess, or give any alcohol, liquor, or malt or brewed beverages, or permit any alcohol, liquor, or malt or brewed beverage to be sold, furnished, allowed to be possessed, or given to any person under twenty-one (21) years of age.

The University does not prohibit the lawful possession or moderate consumption of alcoholic beverages by students twenty-one (21) years of age or older. This should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness, or offensive behavior deriving from the use of alcoholic beverages to be subject to disciplinary action, regardless of the student's age. The University prohibits unauthorized use of alcoholic beverages in the academic buildings, or in the public areas of residence units, the La Salle Union, other University controlled facilities, or at University sponsored functions on or off campus.

The University strongly encourages students, faculty, and staff to understand the Pennsylvania Crimes and Liquor Codes and the substantial penalties which may result from the violation of this code, as well as relevant Philadelphia city ordinances.

Guidelines for the Individual Consumption of Alcohol

The University recognizes that alcohol is a drug and its use may contribute to alcohol dependence. As such, guidelines for consumption have been established. The sale, service, possession, and consumption of alcoholic beverages are regulated by federal and state laws, local ordinances, and University policy. All members of La Salle University are expected to abide by these laws, ordinances, and policies.

A student who is 21 years of age or older may consume alcohol on campus only when such consumption does not interfere with the rights and privileges of other community members. For this policy, students under 21 years of age are considered minors. Students of legal age are permitted to drink alcohol only at registered events or in the privacy of residence hall rooms, apartments, or townhouses. Unauthorized consumption or possession (which includes bringing alcohol to any

event) in any campus facility or location is not permitted. Confiscation of alcohol may occur for any alcohol-related offense. The specific guidelines for consumption of alcohol on the La Salle University premises are as follows.

1. Where alcohol is permitted, doors must be kept closed, since an open door causes a room to be considered a public area (Apartment stairways are considered public areas; townhouse stairways are not considered public areas);
2. When alcohol is present, the number of residents and guests may not exceed a total of eight (8) in a residence hall room and twelve (12) in an apartment/townhouse;
3. La Salle students will be held accountable for the behavior of their guests. This includes ensuring that minors do not consume alcohol and that alcohol is not carried from the room;
4. Kegs, beer balls, and grain alcohol are not permitted. If these items are observed, they will be confiscated and students will be subject to disciplinary action;
5. Only La Salle University resident students of legal drinking age are permitted to transport alcoholic beverages into or within the residential areas;
6. Resident students of legal drinking age are permitted to transport or possess a maximum of one (1) case of beer, one (1) case of wine coolers, one (1) gallon of wine, or one (1) fifth of distilled alcohol during any twenty-four hour period. Alcohol must be sealed in its original packaging;
7. Individuals of legal drinking age may not consume alcohol in the presence of a minor, with the exception of one's residence hall roommate; therefore, a minor is not permitted to be in the presence of alcoholic beverages unless it is being consumed solely by his/her roommate, who is of legal age, in their room/apartment/townhouse;
8. Public intoxication, disorderliness, offensive behavior, or obvious abuse of alcohol on University owned or managed premises is prohibited regardless of age;

9. If a minor possesses alcoholic beverages, the beverage will be confiscated and the student will be subject to disciplinary charges;

10. Bottled beer, because of safety and maintenance concerns, is not permitted.

Individual Sanctions

Figure 1 on the following page contains a summary of the minimum disciplinary sanctions for alcohol and alcohol-related violations. Each case will be handled on an individual basis; therefore, the Preliminary Hearing Officer may impose stricter sanctions than those listed in Figure 1. The Preliminary Hearing Officer is encouraged to use his or her discretion in mandating the Alcohol Awareness Project series and in increasing fines. No fine may reach more than the doubled amount of the minimum fine.

In the case of an offense, the Preliminary Hearing Officer may waive the fine in lieu of a redemptive/educational sanction. Such sanctions for alcohol policy violations include, but are not limited to, alcohol-use assessments, attendance at the series of educational programs sponsored by the University Peer educators, the writing of research papers, or the planning and implementing of an alcohol-related educational program for the campus.

Alcohol Abuse

There is a distinct difference between the responsible use of and the abuse of alcohol. The abuse of alcohol under any circumstances contradicts the values implicit in a La Salle education. The following is the definition of alcohol abuse for the La Salle University community.

Alcohol abuse is the consumption of alcohol to the degree that a person's judgement and/or physical responses are significantly impaired. Alcohol abuse does not excuse irresponsible action; rather, it compounds the seriousness of those actions. Areas of special concern are:

1. **Violent acts against persons or property.** These include vandalism (willful damage of personal or institutional property), fighting, assaults, and/or injuries resulting from irresponsible actions;

2. **Drunkenness.** This involves significant impairment of judgement and/or physical responses, including uncoordinated movements, speech difficulties, and/or inappropriate behavior for circumstances;
3. **Contributing to alcohol abuse by another.** This includes encouraging persons to overindulge, providing alcohol to a person who is already intoxicated, or possessing high proofed distilled spirits such as grain alcohol or liquor which is over 100 proof;
4. **Medical emergencies.** There are two types: (1) excessive consumption and (2) injury occurring while intoxicated.

Guidelines for Group Consumption of Alcohol

Authorization to serve beer and/or wine will be granted only for closed group social functions. A closed group is defined as the members of the sponsoring organization plus one (1) guest per each attending member.

Organizations seeking authorization to serve beer and/or wine must obtain a Program Planning Checklist from the Student Life or Resident Life Offices at least three (3) weeks (fifteen [15] working days) prior to the scheduled date of the event. This form must be completed (signatures from sponsors, advisor, Assistant Director of Student Life/Resident Life [depending on location], Security, and Catering Manager) and returned to the appropriate Assistant Director at least two (2) weeks (ten [10] working days) prior to the event.

Three (3) organization members, who will attend the event and be responsible for its management, must meet with the Assistant Director (Student Life or Resident Life) after completing Step One of the Checklist. At this meeting, the points which follow will be explained in detail and the procedures for completing the remaining steps in the Program Planning Checklist will be provided by the appropriate staff member. Authorization will not be granted to groups failing to meet any of the deadlines noted in these guidelines or on the Program Planning Checklist.

For a student organization to sponsor or host an event during which alcohol will be served, the organization members meeting with the Assistant Director must have participated in an Alcohol Awareness

Figure 1. Minimum Alcohol Policy Sanctions

OFFENSE	FIRST	SECOND
Possession of a keg or beer ball (hosts)	Specific Probation, \$100.00 fine, Confiscation	Determined by Judicial Board or Hearing Officer
In presence of keg or beerball (guests)	Specific Probation, \$50.00 fine, Confiscation	Determined by Judicial Board or Hearing Officer
Abusive use of alcohol resulting in involuntary or erratic behavior	Conduct Warning, Alcohol Assessment	Determined by Judicial Board or Hearing Officer
Exceeding the maximum number of persons in a room when alcohol is present	Conduct Warning, \$25.00 fine	Specific Probation, \$50.00 fine
Underage possession or consumption	Conduct Warning, \$25.00 fine	Specific Probation, \$50.00 fine
Service, transport, or procurement for minors	Conduct Warning, \$25.00 fine	Specific Probation, \$50.00 fine
Possession, consumption, or service of grain alcohol or other high proof spirits.	Specific Probation, \$50.00 fine	Determined by Judicial Board or Hearing Officer
Open container of alcohol in public area	Conduct Warning, \$10.00 fine	Conduct Warning, \$25.00 fine
Unauthorized possession of alcohol (regardless of age) at any event	Conduct Warning, \$25.00 fine	Specific Probation, \$50.00 fine
Consumption by persons of legal age in the presence of minors	Conduct Warning, \$25.00 fine	Specific Probation, \$50.00 fine
Minors (persons under legal age) present while alcohol is being consumed	Conduct Warning, \$25.00 fine	Specific Probation, \$50.00 fine
Possession of excessive amounts of alcohol	Conduct Warning, \$25.00 fine, Confiscation	Specific Probation, \$50.00 fine, Confiscation

Third offense may result in a minimum sanction of general probation, loss of housing privileges, and/or loss of privilege to participate in University organizations or activities.

Note: Confiscation of alcohol may occur with any of the above.

Training Seminar. These seminars will be sponsored by the University on a regular basis.

Specific Guidelines

1. Beer and/or wine will only be served to individuals (group members and guests) twenty-one (21) years of age or older. Those attendees who are of legal drinking age and wish to consume alcohol will be required to present proof of age, i.e., driver's license or Pennsylvania Non-Drivers Identification Card. Group members will also be asked to present a valid La Salle University photo identification card, regardless of age. Those eligible to consume beer and/or wine will be issued an identification wristband and a maximum of four (4) tickets that must be presented to obtain beer and/or wine. These tickets are to be used only by the student to whom issued. Transferring beverage tickets to those under twenty-one (21) years of age will result in disciplinary action.
2. Organizations may sell event tickets to members. No member may purchase more than two (2) event tickets (one [1] for himself or herself plus a guest). Attendees twenty-one (21) years of age or older may not be charged a higher price to reflect the cost of alcohol service. Under no circumstances may tickets be sold at the door.
3. Events at which beer and/or wine will be served may not be scheduled on weeknights (Sunday-Thursday) nor during exam periods.
4. Beer and/or wine may be served for a maximum of four (4) hours and service must end one-half hour before the scheduled completion of the event.
5. Alcohol service must be arranged through La Salle University Food Services. This includes the purchase of all alcoholic beverages. Organizations must meet with the Food Services Catering Manager within one (1) week (or five [5] working days) after receiving the Program Planning Checklist. Organization members may not dispense beer and/or wine. The availability of Food Services (Catering) to provide services to student groups is based

on commitments at the time of inquiry and, therefore, services can be provided only on a first come, first served basis.

6. The maximum amount of alcohol for which a group can contract will be based on the following formula:

$$\begin{array}{rcl} \text{Number} & \text{Duration} & \text{12 oz. beer} & \text{TOTAL} \\ \text{of Approved} & \text{X of event} & \text{X or 4 oz. wine} & \text{FLUID} \\ \text{21 year old} & & & \text{OUNCES} \\ \text{guests} & & & \end{array} =$$

7. The sponsoring group must provide food and soft drinks for the duration of the function. These are to be provided in conjunction with Food Services/Catering. Groups must contract an equal dollar value of food and soft drinks for every dollar of beer and wine contracted. Prices for beer, wine, soda, and food selections will be derived on an a la carte basis to provide student groups with the greatest flexibility and range of choices when planning an event. All Food Services/Catering guidelines and policies relevant to guaranteed number of guests, menu choices, and minimum orders are applicable.

8. Upon confirming the event, the sponsoring organization shall make a deposit with Food Services/Catering for ten percent (10%) of the full amount quoted. Final payment shall be made in full by check or cash at the completion of the event, unless the group has an approved University budget with a sufficient balance available. If the amount of beer and/or wine contracted is not totally consumed, an adjustment will be made to reflect the unused portion.

9. The organization advisor must sign the Program Planning Checklist indicating his or her intent of being present for the duration of the event. In addition to the advisor, the hiring of Campus Security personnel is required according to the following attendance figures:

0-99: One (1) Security Officer (minimum)
100-150: Two (2) Security Officers (minimum)

Organizations must meet with the Director of Security within one (1) week (or five [5] working days) after receiving the Pro-

gram Planning Checklist to arrange for the hiring of security personnel.

10. Persons attending must sign an attendance record that includes the names of guests and sponsoring members. This attendance record must be turned in to the Student Life/Resident Life staff member on duty at the end of the event.
11. The sponsoring organization is responsible for monitoring the behavior of those in attendance (e.g., making sure that minors are not consuming alcohol), ensuring the safety of persons and facilities, overseeing attendance sign-in, and prohibiting the carrying of beverages from the facility being used. Group members are responsible for the behavior of guests.
12. Any Student Life/Resident Life staff member is authorized to intervene in any situation that warrants such action. This includes ejection of attendees and termination of the event.
13. Events at which alcohol will be served may not be advertised as such via posters, fliers, on- or off-campus newspapers, or on- or off-campus radio stations.

Authorization will not be granted for alcohol events

1. at which money is exchanged for alcoholic beverages either in the form of direct purchase at the bar or the purchase of tickets redeemed for beverages;
2. at which the primary purpose of the event is fund raising; and
3. at which attendance at the event is open in nature (not limited to the sponsoring organization and invited guests), i.e., tickets sold to the general student body.

REQUESTS FOR AUTHORIZATION TO SERVE BEER AND/OR WINE REQUIRE THE COMPLETION OF ALL INFORMATION ON THE PROGRAM PLANNING CHECKLIST.

The Assistant Director will decide for or against authorizing an organization to serve beer and/or wine based on the information on the Program Planning Checklist, which must be completed and submitted ten (10) working days prior to the date of the event. When authorization is granted, the Program Planning Checklist submitted

by the organization is viewed as an agreement between the University and the sponsoring group. Any changes in this information not authorized by the Assistant Director or violation of any points in this statement will be viewed as breach of this agreement. Groups found to be in violation are subject to disciplinary action and/or revocation of facilities use privileges.

Group Sanctions

Any group hosting a registered event is responsible for monitoring and controlling the behavior of its members and guests. When this does not happen and a group fails to enforce the regulations, the minimum disciplinary sanctions as appearing in Figure 2 below will be imposed.

Figure 2. Group Sanctions

OFFENSE	FIRST OFFENSE	SECOND OFFENSE
Failure to fulfill host responsibilities including: • inadequate supervision of event • inadequate cleaning of facility • not controlling disruptive behavior of members/guests • violation of any point in "Group Guidelines"	Suspension of party privileges for one semester, must sponsor one alcohol education program	Suspension of party privileges for one year, must sponsor one alcohol education program
Allowing minors to consume alcohol	Suspension of party privileges for one semester, must sponsor one alcohol education program	Suspension of party privileges for one year, must sponsor one alcohol education program
Vandalism by members or guests	Suspension of party privileges for one semester, must sponsor one alcohol education program, repair/restoration costs	Suspension of party privileges for one year, must sponsor one alcohol education program, repair/restoration costs

Guidelines for Marketing Alcoholic Beverages

1. Alcoholic beverage marketing programs specifically targeted for students and/or held on campus must conform to the relevant

campus rules, regulations and policies and must avoid demeaning, sexist, or discriminatory portrayal of individuals.

2. Promotion of beverage alcohol or its service at any campus or off-campus activity may not be publicized.
3. Beverage alcohol (such as kegs or cases of beer, or baskets of cheer) may not be provided as prizes or awards to individual students or campus organizations.
4. No uncontrolled sampling as a part of campus marketing programs may be permitted, and no sampling or other promotional activities may include "drinking contests."
5. Corporate sponsorship of events on campus is welcome to the extent that it does not encourage any form of alcohol abuse, nor place emphasis on quantity nor frequency of use. Advertising may not portray drinking as a solution to personal or academic problems of students, or as necessary to social, and/or academic success.
6. Promotional activities by corporate sponsors may not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate University officials.
7. Display or availability of promotional materials should be determined in consultation with appropriate University officials and must comply with posting regulations available at the Union Information Center.
8. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products presented.

Property Searches

University employees may ask students to reveal the contents of book bags, etc. if there is probable cause to believe a violation of federal, state, or local laws or University regulations is occurring. If a student refuses to cooperate with such a request while entering a building or area, the student may be prohibited from entering with the article(s)

in question. If a student refuses such a request while departing a building or area, the student may be detained with the article(s) in question for further investigation by University staff.

Detailed guidelines for authorized Room Entry and Room Searches are stated in the Resident Life Section of this handbook on page 97.

Hazing

Hazing activities in any form are prohibited. The University supports and will enforce the Commonwealth of Pennsylvania's Anti-hazing Law. This document defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willfulness of an individual to participate in such activity notwithstanding."

La Salle University adheres to the College Fraternity Secretaries Association's definition of hazing: "...any action taken or situation created, intentionally, whether on or off University or fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include

paddling in any form; creation of excessive fatigue; physical and psychological shock...or any other such activities...; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution." In case of violations individuals and/or the fraternity or sorority as a whole may be subject to disciplinary action.

Policy Statement on Sexual Harassment

In light of the guidelines on sexual harassment adopted by the Equal Employment Opportunity Commission (EEOC), La Salle University reaffirms its commitment to an educational and working environment free of sexism.

As defined by the EEOC Guidelines, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

The University deprecates such conduct not only as a violation of Section 703 of Title VII of the Civil Rights Act of 1964, but as an abuse of authority and an infringement upon an individual's right to a non-sexist working environment. Whenever knowledge is received that a sex-based condition is being imposed, prompt and remedial action will be taken.

Any employee having a complaint of sexual harassment should contact the Affirmative Action Officer; any student should contact the Assistant to the Vice President for Student Affairs.

Policy Statement on Ethnic Intimidation

La Salle University is committed to providing a campus community which is free of all forms of ethnic intimidation. The University, in compliance with the Pennsylvania Intimidation Act of 1982, recognizes that certain criminal acts are a result of "malicious intention toward the race, color, religion or national origin of another individual or group of individuals." To be considered a crime in Pennsylvania ethnic intimidation must occur in conjunction with another offense, thereby raising the degree of the primary offense. The University will encourage victims to report cases to the appropriate law enforcement agencies and/or appropriate University offices. (Students — Assistant to the Vice President for Student Affairs; Faculty and Staff — Director of Security Services)

University Grievance Procedure

La Salle University is committed to a policy of non-discrimination in employment, admission, and treatment of employees and students. The grievance procedure outlined below is designed to resolve as quickly and equitably as possible any situation in which a faculty member, staff member, or student believes that he or she has been discriminated against on the basis of race, color, creed, sex, age, national origin, or physical handicap. For the purpose of the following, the Grievant is the member of the faculty, professional or non-professional staff, or student body who submits a grievance. The Respondent is the person alleged to be responsible for the discriminatory action.

Informal Review

The initial stage or presentation of a grievance should include a conference of the Grievant with the Respondent. This should be accomplished by the Grievant within ten (10) working days from the time he or she believes that an act of discrimination has taken place. Every effort should be made to resolve the conflict at that level. If that

effort fails, the matter should be presented to the Grievant's supervisor or the Respondent's supervisor. For example, if a faculty member feels that the department chair is practicing a discriminatory act, the faculty member should contact the appropriate dean; if a student feels that a member of the University community is practicing discrimination, it should be reported to the Assistant to the Vice President for Student Affairs. If a staff member feels that his/her supervisor is practicing a discriminatory act, the staff member should contact the Provost or appropriate Vice President. In this manner most issues should be resolved satisfactorily. The direct and informal communication is fundamental to the type of educational and work environment intended by the University.

If the Grievant fails to receive satisfaction through this process, a more formal review may be initiated by contacting the Affirmative Action Officer who will determine whether the complaint is grievable. If so, a grievance form should be completed, the signature of the immediate supervisor secured, and the form submitted to the Grievant's area Vice President or Provost within ten (10) calendar days of the last informal meeting between the Grievant and the supervisor concerning the complaint.

The area Vice President or Provost and supervisor will consider the grievance and respond in writing within ten (10) calendar days of receipt of the grievance form. These time limits may be waived in cases of extenuating circumstances such as holidays, vacations, or the extended illness of one or both parties. The original grievance form will be retained by the supervisor. Copies of the form, the written response, and all relative correspondence will be filed with the area Vice President or Provost and the Personnel Office.

Committee Hearing

Should the preceding informal and formal review procedure fail to resolve the complaint satisfactorily, the Grievant may request that a committee be convened to review the issue. The request must be in writing and received by the area Vice President or Provost within ten (10) calendar days of receipt of the formal written review by the Grievant. In its consideration of the grievance, the committee will conduct a fact-finding review and make a written recommendation to

the President. The President's final decision will be made within twenty (20) calendar days of the conclusion of the committee review.

The committee will consist of a Vice President or Provost of the University other than the area Vice President or Provost to whom the Grievant reports ultimately, the Director of Personnel Services (except for (1) faculty grievances, in which case the President of the Faculty Senate will be substituted; and (2) student grievances, in which case the President of the Students' Government Association will be substituted) and one individual selected by each of the following: the President, the Respondent, and the Grievant. With the exception of individuals directly involved in the nature of the complaint, any full-time employee or student of the University may be selected to serve on this committee.

Throughout all aspects of an informal review, formal review, or committee hearing, the Affirmative Action Officer will be available for consultation with any parties involved with a grievance.

Part III: DISCIPLINARY POLICIES AND PROCEDURES

Student Institutional Relationship

A student's matriculation at La Salle University is a voluntary decision which involves acceptance of the responsibility to meet academic requirements and to behave in ways consistent with the purposes and objectives of the University. As befits an institution of higher education, standards of performance and of social conduct are generally higher for students than those required of the general public. While students have an obligation to know and adhere to the regulations of the University, the University accepts a corresponding responsibility to guarantee the right of due process and protection from arbitrary or capricious disciplinary action.

At La Salle all members of the University community have the responsibility to respond to policy violations. When in the presence of a violation, the individual has the responsibility to leave the area where the violation is occurring; to intervene or confront the violation so the behavior stops; and/or to contact appropriate La Salle University staff members, so the violation may be confronted.

The responsibility to abide by and respect University policy is held by all members of the University community. If members of the community willingly remain in the presence of a policy violation without taking action to disassociate themselves, they may be perceived as supporting the violation. Such support of violations undermines the purpose of the community as an atmosphere conducive to academic and personal growth for its members.

The purpose of the judicial system at La Salle University is to assure that justice prevails for all members of the community while simultaneously protecting the educational purpose of the University. "The Joint Statement of the Rights and Freedoms of Students" has been the reference document for the establishment of the judicial system at La Salle, and the Office of the Assistant to the Vice President for Student

Affairs administers the judicial process. However, the function of maintaining discipline on the campus is not the exclusive domain of the Assistant to the Vice President for Student Affairs. The entire University community, both collectively and as individuals, plays a vital part in maintaining an environment necessary to protect and promote learning, in assuring order, and in controlling behavior that infringes on the rights and freedoms of others.

In pursuit of these objectives, the University accepts responsibility for protecting the individual's academic and personal freedom as well as the common good and rights of the University as a corporate entity.

Philosophy of Discipline

A university education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values which enhance mature, responsible behavior in all areas of life. Accordingly, student conduct in and out of class is not considered apart from its effect on the total University community; rather it is viewed as integral to an educational process that is both individual and collective in nature. It is in this spirit that La Salle has developed a set of regulations governing student conduct and has established a judicial system through which conduct violations are adjudicated by members of the campus community.

Rules and Regulations

Normally, University disciplinary action is limited to conduct which adversely affects the pursuit of educational objectives. While no specific policy statement has universal validity and actual decisions based on the judicial policy of due process are best made in accord with all the circumstances involved in an individual case, the following behavior is subject to disciplinary action.

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and alteration or fraudulent use of University documents or instruments of identification.

ings are completed. That is a decision reserved to the Assistant to the Vice President for Student Affairs).

The University has trust that the great majority of students do not intentionally violate policies or contribute to events in which harm, threat to person, or destruction of property occurs. However, in the event that these factors are imminent, University personnel have a responsibility to react accordingly to protect students and property from harm on University property.

In this regard, the University administration reserves the right to enact additional procedures it deems necessary to respond to foreseeable circumstances which occur on University property. Such situations may meet the following criteria:

1. Events in which alcohol and/or large numbers of people are regarded as contributing to an anticipated lack of civility, harm to students, or destruction to personal and/or University property.
2. Events during which threats to persons have occurred, and/or it seems likely that they may occur without intervention by University staff.

NOTE: The University reserves the right to alert non-campus law enforcement officials to problems on or off campus. Concerns most likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

Off Campus Behavior

As a member of the local community, La Salle University is committed to assisting neighborhood residents with the prevention of disruptive incidents which may arise from student behavior.

Most students who live temporarily in the local community make positive contributions but all must understand the behavior expected of them as residents of these communities. As members of both the University and their neighborhood community, students who live within walking distance of the campus should demonstrate respect and concern for all members of both communities.

2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities.

3. Physical or verbal abuse or harassment of any person on University premises, at University sponsored functions, or between any members of the University community off University premises. This is to include incidents of sexual assault and sexual harassment.

4. Theft from or damage to University property/premises. This is to include theft of or damage to property of a member of the University community on University premises.

5. Failure to comply with the directions of University officials in the performance of their duties. This includes support staff such as Campus Security, Physical Facilities, and Resident Life Staff.

6. Possession, use, or distribution of potentially dangerous drugs which are not medically supervised, to include being in the presence of the possession, use, or distribution of illegal substances on University premises or at University sponsored functions, and possession or use of paraphernalia to assist in the consumption of illegal substances.

7. Violation of University Alcohol Policy. (See page 59).

8. Lewd, indecent, immoral or obscene conduct, including but not limited to violations of any law, regulation, or ordinance.

9. Violations of published University regulations, including those relating to entry and use of University resident units and other facilities, the rules in this code of conduct, and any other regulations which may be enacted.

10. Violations of any federal, state, or local criminal law. (The University will cooperate fully with civil authorities in the enforcement of the law. If civil authorities are involved, the University will not present disciplinary charges unless the University's interests as an academic community are directly involved. If a student faces charges in a civil court and in the University judicial system because of the same violation, the University may postpone its judicial hearing until civil proceedings

The University imposes an obligation upon all students to behave as responsible citizens when in local neighborhoods. Furthermore, the University reserves the right to refer any student involved in disruptive or offensive behavior off-campus to the student disciplinary system for investigation and action. Such behavior includes, but is not limited to: excessive and/or unreasonable noise; rude and abusive language; large disruptive activities; illegal use, sale, and/or distribution of alcohol or other drugs; and, related violations of local community standards. The University will exercise discretion with disciplinary action against students for off-campus violations. Media efforts to resolve disputes with neighbors and/or landlords will precede formal University action; however, students should realize that disciplinary investigation and charges will be initiated when the University's interest, reputation, and/or capacity to function as an academic community is distinctly involved.

Disciplinary Procedures

Disciplinary cases will be handled in accordance with the University judicial policy of due process. Any member of the University community may file a disciplinary report against any student, student group, or student organization for alleged violations of University rules, regulations, or policies. Disciplinary reports shall be forwarded to the Assistant to the Vice President for Student Affairs.

1. The person(s) making the charges shall provide in writing the following information:
 - a. The name and address of the student(s) charged with violation of University rules and regulations.
 - b. Date of incident.
 - c. The specific University rule or regulation the student(s) allegedly violated.
 - d. A statement of the circumstances.
2. The individual(s) making the charges must sign the statement of charges.

3. A copy of the charges will be given to the accused student, whose signature will be requested as acknowledgement of his/her reception of the charges.

4. At any stage of the investigation or adjudication of disciplinary charges, an accused student may refuse to answer any question(s) without this being held against him/her.

The Assistant to the Vice President for Student Affairs will appoint a professional staff member to conduct a preliminary investigation of the filed charges. The appointee will act as the Preliminary Hearing Officer and will review the charges and consult with all parties to determine if adjudication is warranted.

1. The accused student will be notified in writing to report for a preliminary hearing. At the preliminary hearing the Preliminary Hearing Officer will explain the disciplinary procedures and discuss the charges. A copy of the disciplinary charges will be given to the student.
2. If a student fails to meet with the Preliminary Hearing Officer within seven (7) days after notification of the Preliminary Hearing, the student may be subject to disciplinary action up to Suspension from the University without further consultation.
3. Should the Preliminary Hearing Officer determine that the initiation of a disciplinary hearing is not justified, a letter will be forwarded to the Assistant to the Vice President for Student Affairs and to the student indicating this opinion.
4. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration and the student chooses not to contest the charges and not to have the case adjudicated further, the Preliminary Hearing Officer is empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Preliminary Hearing Officers recommend these actions to the Assistant to the Vice President for Student Affairs. If the student disagrees with the sanction imposed, he/she must state this in a letter to the Assistant to the Vice President within five (5) days after the sanction has been communicated by the Preliminary Hearing Officer verbally or in

writing. The letter should indicate the preferred means of further adjudication as explained in items #5 and #6 of this section.

5. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration or when the student requests further adjudication of his/her case, the following steps are initiated:

- a. The Preliminary Hearing Officer will inform the student in writing of the decisions regarding the disposition of the case.

- b. The student will be given the opportunity to choose adjudication by

- (1) the Judicial Board or

- (2) an Administrative Hearing Officer (see description below).

- c. A copy of the written charges will be forwarded to the Judicial Board or Administrative Hearing Officer.

- d. The accused student will be given no less than five (5) days from the conclusion of the Preliminary Hearing to prepare for the Disciplinary Hearing.

- e. The Assistant to the Vice President will notify the Judicial Board, the Preliminary Hearing Officer, and the accused of the date, time, and location of the formal hearing. The parties involved must contact appropriate eye-witnesses and inform them of the date, time, and location of the hearing. Names of witnesses and/or the advisor must be submitted to the Assistant to the Vice President at least 24 hours in advance of the Hearing.

6. Should the Judicial Board be inoperative, the Assistant to the Vice President or designee reserves the right to adjudicate the case.

Administrative Hearing Officers: The Assistant to the Vice President for Student Affairs serves as the Administrative Hearing Officer unless he or she has served as the Preliminary Hearing Officer or circumstances clearly show that it would be in the student's best

interest for another person to act as the Administrative Hearing Officer i.e. timeliness, conflict of interest. Under such circumstances the Assistant to the Vice President for Student Affairs will appoint a professional staff member of the Student Affairs division to serve as the Administrative Hearing Officer. With the student's approval, the Preliminary Hearing Officer may act as the Administrative Hearing Officer. Administrative Hearing Officers are empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Administrative Hearing Officers recommend these actions to the Assistant to the Vice President for Student Affairs.

Judicial Board: Student appointments to the board are made by the Students' Government Association after consultation with the current board members. Faculty appointments are made by the Faculty Senate in accordance with the procedures for committee appointments. The Judicial Board is composed of twenty members: five faculty members, ten resident students, and five commuter students. A panel for any given hearing will be drawn from the available members of the Judicial Board. Five members are needed to conduct a hearing. Panel members will be assigned on a rotating basis by the Assistant to the Vice President for Student Affairs. One student will be selected as chair for each hearing, and one member shall be the recorder.

The board decides responsibility for alleged violations, gives sanctions when appropriate, and interprets rules and regulations as they relate to individual incidents and community values.

Disciplinary Hearing Procedures

1. The hearing will be private, unless an open hearing is requested by the student. At an open hearing, interested members of the community may observe all aspects of the hearing except the deliberation of the Board so long as the hearing is not interrupted by the observers.

2. Either a tape recording or a written record will be made.

3. On behalf of the University the charges and evidence will be presented by the Assistant to the Vice President for Student

Affairs, the Assistant to the Vice President for Student Affairs' representative, or the individual bringing the charges.

4. The accused student and the individual filing charges shall each be entitled to be accompanied by a La Salle University faculty member, administrator, or student. The role of these representatives will be advisory in nature. No one outside the University community may be in attendance at a University Hearing.

5. A formal disciplinary hearing includes opening and closing statements from both parties. Normally, all witnesses will be present and remain throughout the entire hearing, but exceptions may be made based on the judgment of the Chair of the Judicial Board or the Administrative Hearing Officer. Requests for exceptions to this standard procedure must be made in advance of the hearing to the Assistant to the Vice President for Student Affairs.

6. Any party may present witnesses subject to the Board Chair's or Hearing Officer's determination of the witnesses' relevance to the case. Members of the Board or the Administrative Hearing Officer may address questions to any party involved in the proceedings. The student will have the opportunity to ask questions of the person presenting the charges or of witnesses in the case.

7. If for the lack of sufficient reason, as judged by the Board Chair or the Administrative Hearing Officer, an accused student fails to appear at the established time of the hearing, the presiding officer reserves the right to conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any rights to appeal. No recommendation or imposition of sanction shall be based solely upon the failure of the accused to appear at the hearing.

8. The Board Chair or Administrative Hearing Officer will make known the decision to the Assistant to the Vice President for Student Affairs. The Assistant to the Vice President for Student Affairs will be given a record of the hearing and written reasons for the decision. The Board Chair or Administrative Hearing Officer will notify the student in writing of the decision.

Sanctions

Disciplinary action is based on the seriousness of the offense, individual circumstances, and the best interest of the general educational community. All sanctions shall be stated in writing and will be a matter of record in the Assistant to the Vice President for Student Affairs' office. A combination of sanctions may be invoked, as deemed appropriate. The sanctions which may be imposed upon individuals or organizations for the commission of offenses recognized by the University judicial system include the following:

Conduct Warning

A Conduct Warning is a notice in writing that the student's conduct necessitated the initiation of disciplinary proceedings. The nature and circumstances of the conduct does not warrant more severe disciplinary action, but this warning will be a matter of record in the Assistant to the Vice President for Student Affairs' office for future reference. Restitution, mandatory counseling, a fine, a mandatory alcohol referral, or a redirective/educational project may be conditions imposed with a conduct warning.

Probation

Probation is a more severe sanction than a conduct warning and it includes a period of review and observation during which the student must demonstrate the ability to comply with University rules, regulations, and/or other conditions which may be imposed during the probation. Furthermore, students who are recipients of any type of University scholarships and who are placed on Disciplinary Probation may be subject to graduation or removal of that scholarship during the term of probation. That decision will be made by the coordinator of the specific scholarship program. Probation may be administered in two forms.

1. **Specific Probation:** the sanction with or without conditions is imposed for a specific period of time.
2. **General Probation:** the sanction is imposed for the student's tenure at the University. Conditions when imposed, may or may not extend through the student's tenure.

Conditions of probation shall be consistent with the offense committed and the rehabilitation of the student. Conditions may include but are not limited to the following, or any combination thereof.

1. **Suspension of individual from representing the University in an official capacity:** This includes the student's participation in intercollegiate activities or as an officer in a campus organization.
2. **Deferred Suspension from University Housing:** A warning that, if a student is again found guilty of violating a University rule, regulation, or disciplinary sanction, suspension from a particular residence hall, all University housing, and/or from entering any University housing is imminent.
3. **Suspension of University Housing Privileges:** The loss of housing and visitation privileges in a certain residence hall, or in all University controlled housing. The specific period of time can not be less than the remainder of the semester in progress. There is no reimbursement for a student's housing contract. Upon the student's return to housing the student will not have the privilege of self selecting a roommate or a specific type of accommodation. The student will also lose a minimum of two housing lottery points as a penalty for the suspension from housing. (See Residential Community Standards section.)
4. **Deferred Suspension from the University:** A warning that if a student is again found guilty of violating a University rule, regulation or sanction, suspension from the University is imminent.
5. **Restitution:** As defined below.
6. **Fines:** As defined below.
7. **Redirective/Educational Programs:** As defined below.
8. **Restricted Access:** As defined below.
9. **Restriction of Room Selection Privileges:** As defined below.

Suspension

Suspension is the termination of student status for a specified period of time. The conditions of re-admission shall be stated in the order of

suspension. Students suspended will be charged full fees for the academic and/or housing expenses for the semester in which the suspension occurs. Students will be assigned the grades in which would be appropriate if they were withdrawing voluntarily. Students with board contracts shall receive a pro-rated refund. There is no reimbursement for housing contracts. A statement of the student's status shall be sent to the appropriate academic dean.

Dismissal

Dismissal is the permanent termination of student status and separation from the University. Students dismissed will be charged full fees for the semester in which the dismissal occurs; students with board contracts shall receive a pro-rated refund. Students shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. There is no reimbursement for housing contracts. A statement of the student's status shall be sent to the appropriate academic dean.

NOTE: Due to the fact that the vast majority of La Salle undergraduates are legal dependents of their parents, the University reserves the right to contact parents when sanctions of suspension from the residence halls, suspension from the University, or dismissal from the University are imposed. Independent students should contact the Assistant to the Vice President for Student Affairs to notify the University of his or her independent status.

Restitution

Restitution is the reimbursement to the University or a member of the University community for damage, destruction, or misappropriation of property on University premises. When imposed, restitution is in addition to a previously defined sanction.

Fine

Fines are penalty fees payable to the University of no less than \$5.00 and no greater than \$200.00 depending on the degree of infraction. The amount is to be determined by the appropriate Preliminary Hearing Officer, Judicial Board, or Administrative Hearing Officer. Such fines when imposed are in addition to the sanction or restitution.

A combination of sanctions may be invoked, for example, restitution and probation.

Redirective/Educational Projects

These are projects or programs which promote the rehabilitation or education of the student through experiences aiding in personal growth; in understanding of the community; in contributing to the University community; and/or in contributing to the larger community outside of the University.

Restricted Access

Restricted Access, more commonly known as a No Trespassing Notice, is official notification that an individual is no longer welcome to visit campus facilities. This may be administered for specific or general areas of the campus and with or without a termination date. The University may request non-campus police intervention and/or arrest when there is knowledge of an individual on the Restricted Access List in violation of the restriction.

Restriction of Room Selection Privileges

The Restriction of Room Selection Privileges includes the loss of housing lottery points and the loss of the privilege to self-select a roommate and/or specific accommodations as a resident student.

Disciplinary Hold

A Disciplinary Hold is a "hold" which is placed upon a student's academic records. This is usually applied for failure to complete a sanction, failure to pay a fine/restitution or failure to attend a preliminary hearing. A hold will result in the student being unable to register for classes, receive grades, receive transcripts and/or receive other services normally provided through the Registrar's Office.

Interim Suspension

Interim Suspension is the suspension of a student's enrollment, housing or other University privileges pending the full consideration of a disciplinary case. The Assistant to the Vice President for Student Affairs must positively determine the following two items for a student to be placed on Interim Suspension:

1. There is a reasonable cause to believe that a student has violated any of the University's rules and regulations; and

2. There is a reasonable cause to believe that danger and disruption will be present if a student is permitted to remain on campus or in University housing.

Procedures for Appeal

1. The accused student or individual filing a disciplinary report may appeal the decision of the Judicial Board or Administrative Hearing Officer by stating so in a letter to the Assistant to the Vice President for Student Affairs within five (5) days after the decision has been communicated verbally or in writing to the student.
2. For an appeal to be heard, the student must be able to demonstrate to the Assistant to the Vice President for Student Affairs one or more of the following:

- a. that he or she did not receive a hearing consistent with the principles of due process.
- b. that the sanction was arbitrary or capricious.
- c. that certain relevant evidence was not reviewed.
- d. that new evidence is available.

3. Normally, an appeal will be limited to a review of the report of the Judicial Board or the Administrative Hearing Officer.

4. When the grounds for an appeal have been established, one of the following procedures will be followed:

- a. The Assistant to the Vice President for Student Affairs may accept the report as presented or as subject to a specific reduction in the sanction imposed, may return the case to the appropriate board or Hearing Officer for further proceedings, or may dismiss one or more of the charges entirely.
- b. At the discretion of the Assistant to the Vice President for Student Affairs or upon written request of the student, an Appeal Board may be established. The Appeal Board will include an administrator appointed by the Vice President

for Student Affairs and two representatives from the Judicial Board designated by the Assistant to the Vice President for Student Affairs. The Assistant to the Vice President for Student Affairs shall sit as chair (ex-officio) of the Appeal Board. Board decisions in all cases are advisory to the Assistant to the Vice President for Student Affairs. The Appeal Board will determine the procedure it wishes to follow after consideration of the specific case. The Appeal Board shall adhere to the principles of due process as stated in the University's Disciplinary Procedures.

Part IV: STUDENT ORGANIZATION POLICIES

Registration of Student Organizations

Student groups wishing to utilize University facilities for meetings and programs must register their organization with the Student Life Office. Registered student organizations will receive a number of University services and access to facilities and will be held accountable to the standards and norms of conduct and civility which help constitute a campus community. Registration is an acknowledgment that the student group has complied with the registration procedures, that La Salle accepts the organization's mission and constitution/statement of purpose, and that the student group is eligible for all the rights and benefits accorded registered student organizations.

Registration does not imply that the University endorses the views of the organization as a group or of its individual members.

Registration of club sports will follow the procedures stated in the policy on "Registration of Club Sport Activities" (see page 75). Registration of social/service/professional fraternities and sororities will follow the procedures as stated in the policy on "Registration of

Fraternities and Sororities" (see page 78) and the Inter-fraternity and Sorority Council constitution.

To register an organization, a group should submit a constitution/statement of purpose to the Director of Student Life who will explain the procedures, review the statement, and determine whether it is consistent with the University's goals and policies. At a minimum, the constitution/statement of purpose must contain the following:

1. a statement that the purpose and goals of the student organization are intended to be consistent and compatible with the mission and goals of the University and its traditions;
2. a list of proposed organization activities which are intended to achieve these goals and objectives and which demonstrate how such activities contribute to La Salle's overall educational mission;
3. a statement indicating that membership and participation is open to all full and part-time students of the particular division/graduate program and will not be denied based on race, religion, national origin, or physical handicap. Academic honor societies may restrict membership to those students majoring in a particular discipline and must state the minimum grade point standards to be considered for membership;
4. a listing of the elected and appointed offices and officers along with a summary of each office's responsibilities;
5. the procedures for election/appointment and the annual schedule for election/appointment;
6. a statement regarding the collection of dues including the annual amount and the intended use;
7. a statement of procedures for amending the constitution/statement of purpose; and,
8. in the case of co-curricular organizations, the signature of the department chair/dean/graduate program director indicating his or her approval of the proposed organization.

If the statement of purpose/constitution is considered consistent with University goals and policies:

1. the organization will be notified in writing by the Director of Student Life; and
2. the organization will be requested to submit a listing of officers and the name of a full-time faculty or administrative advisor to the Director of Student Life.
3. The annual renewal of registration will take place the last week of class during the Spring Semester by the submission of a listing of new officers for the following academic year. Groups which do not renew registration in this manner automatically will be considered defunct. Groups which elect officers at the start of the Fall Semester must notify the Director of Student Life.
4. The organization then may request the following services and facilities:
 - a. a campus mailbox;
 - b. participation in "all-University" functions if permission is granted by the sponsoring organization or office;
 - c. an Agency Account in the Bursar's Office. The organization will be required to adhere to any policies established for the management of Agency Accounts;
 - d. use of University facilities for meetings and programs according to policies established for such use;
 - e. use of University facilities for two organization meetings while the application for registration is being considered; and
 - f. use of the University name after approval through a formal request to the Director of Student Life

The University reserves the right to deny official registration when, in its judgment, a student organization's purposes, goals, and activities are in opposition to the mission and traditions of the University. If in the course of legitimate activities of a registered organization conflict with the mission and traditions of the University arises, care must be taken to ensure that any criticism be competent and respectful.

Groups whose constitutions/statements of purpose are found to be inconsistent with University goals and policies may submit a revised constitution/statement of purpose after consultation with the Director of Student Life. A second or final disapproval may be appealed to the Student Affairs Committee for a final review.

Registration of Club Sport Activities

Club Sports are student organizations which provide instruction, competition, and/or recreation activities requiring physical skill. Participation may involve intercollegiate, interclub, intracub, and/or extramural competition and recreational, instructional, and/or social activity. Students wishing to organize a Club Sport team must participate in a registration process that involves the Director of Student Life, the Assistant Director of Recreation and Intercollegiate Athletics, and the Athletic Committee.

Initially, the group must submit a statement of purpose/constitution to the Director of Student Life along with a list of officers and members as well as the coach's name and address.

If approved by the Director of Student Life, the constitution/statement of purpose and supporting documents will be reviewed by the Athletic Committee. If the Athletic Committee endorses the particular Club Sport, the Director of Student Life and the Assistant Director of Recreation and Intercollegiate Athletics will be notified and, in turn, the Club Sport team will become a registered organization.

Registered Club Sport teams are entitled to all of the privileges accorded to registered student organizations. Further more, Club Sport teams must adhere to all University policies governing student organizations including the following specific regulations:

1. No liabilities or expenses may be contracted in the name of La Salle University. Prior to the purchase of any equipment or the signing of any contracts, an exculpatory clause must be signed by the potential vendor or other party and filed with the Assistant Director of Recreation and Intercollegiate Athletics.

2. Authorization from the Director of Student Life is necessary before a Club Sport team initiates fund-raising activity on or off-campus.
3. Access to University playing and practice fields, courts, and related facilities and University owned transportation is based on availability and at the discretion of the Assistant Director of Recreation and Intercollegiate Athletics. Such requests should be submitted to the Athletic Department at the beginning of the Club Sport team's competitive season.
4. Club Sport teams must file regular reports with the Director of Student Life during the academic year or season of the sport. Included among these reports are financial statements, summaries of completed and planned activities, notices of meetings, and contracts.
5. The Coach and/or advisor of each Club Sport team must obtain a signed "Insurance Waiver and Assumption of Risk" form from each team participant before the student may participate in either practice or competition.
6. Authorization for use of the name "La Salle University" or "Explorers" must be obtained from the Assistant Director of Recreation and Intercollegiate Athletics as the final step in the registration process.

Student Organization Disciplinary Procedures

Participation in all student organization activity is voluntary; yet, students who take advantage of the variety of out-of-class activities do assume a corresponding responsibility to fulfill certain academic and behavioral standards consistent with the purposes of the University. Furthermore, members of student organizations should know and adhere to these regulations as stated in the *Student Handbook*, while the University guarantees student organizations the same due process rights and protection from arbitrary or capricious disciplinary action as are assured to individual students. The development of attitudes, values, and skills which enhance mature, responsible be-

havior is among the primary objectives of the University's extracurricular activities program and involvement in student organizations should be an integral aspect of each student's educational experience. The regulations developed to govern student organizations, as distinct from individual student conduct, reflect that same spirit and will be administered in a consistent and fair process for all members of the community.

Any registered or recognized student organization which, in either its on- or off-campus activity, violates its own statement of purpose/constitution, fails to comply with University policies, or breaks any federal, state, or local law is liable to Probation, Suspension, or Revocation of its University Registration or Recognition. An organization with a national affiliation (i.e. fraternities and sororities, academic honor societies, professional organizations, etc.) which violates a major policy of its national office also may be subject to a similar sanction.

Should any violation(s) be alleged, charges may be filed by a student, faculty member, or administrator with the Assistant to the Vice President for Student Affairs who will convene a panel drawn from the University Judicial Board to investigate and adjudicate the charges. If charges have been filed against a fraternity/sorority, at least one member of the panel must be an active member of a social, service, or professional fraternity or sorority. If an organization is determined responsible for a violation, one of the following sanctions will be imposed: Probation, Suspension of Registration/Recognition, or Revocation of Registration/Recognition.

Sanctions

All disciplinary action is based on the best judgment of members of the University community who have considered the seriousness of the offense, the individual circumstances, and the best interest of the general educational community. All sanctions shall be stated in writing and will be a matter of record in the office of the Assistant to the Vice President for Student Affairs and the Director of Student Life. A combination of sanctions may be invoked, when deemed appropriate. The sanctions which may be imposed upon student organizations for the commission of offenses recognized by the University judicial system include the following:

Probation

Probation is a formal notice that a violation has occurred.

A specific period of review and observation (as determined by the Judicial Board) will be required. During that probationary period, the organization must demonstrate its ability to remain in good standing in the University community.

Suspension

Suspension is the termination of the organization's status for a specific period of time.

If an organization's registration/recognition is suspended, the period of suspension shall not exceed one calendar year. During the suspension, any or all of the following conditions may be imposed by the Judicial Board:

1. the organization may not use University facilities for meetings or other organization activities without authorization from the Director of Student Life;
2. the organization may not participate in University-wide programs unless authorized by the Director of Student Life;
3. the organization may not transact business from any Agency Account or University budget nor apply to the Activities Funding Board for Activities Contingency Funding without authorization from the Director of Student Life;
4. the organization may not participate in intramural athletics;
5. the organization may not recruit, rush, or pledge new members;
6. Greek organizations may not participate in the activity of the Inter-Fraternity and Sorority Council;
7. financial restitution and fines may be required; and,
8. the organization may be assigned re-directive/educational projects to promote the education of the organization's members, to aid their personal growth and understanding of the community's standards, and/or to encourage their more active involvement in the University community.

An organization may immediately be placed on Interim Suspension, pending adjudication of the charges, if, in the judgment of the Assistant to the Vice President for Student Affairs:

1. there is reasonable cause to believe an organization has violated the University's rules and regulations, the regulations of its national office/organization, or a federal/state/local law; and,
2. there is reasonable cause to believe risk and/or disruption will be present if the organization is permitted to function during the period of the adjudication of the charges.

During the period of Interim Suspension, any or all of the above sanctions may be imposed.

Revocation

Revocation is the permanent termination of the organization's status as a registered or recognized group.

A new group of students may apply for institutional registration under the same group/organization's name and constitution/statement of purpose no sooner than three years after the revocation decision has been made by the University Judicial Board. If such a student group chooses to seek University registration it must follow the procedures as defined in the *Student Handbook* (pages 74-75) for new clubs, groups, or organizations.

Disciplinary Hearing Procedures

All disciplinary hearings will be conducted as detailed in the "Disciplinary Hearing Procedures" section of the *Student Handbook* (page 70).

Procedure For Appeal

1. The accused student organization or the individual filing a disciplinary report may appeal the decision of the Judicial Board by stating so in a letter to the Assistant to the Vice President for Student Affairs within five (5) days after the decision has been communicated orally or in writing to the student organization's president.

2. For an appeal to be heard, the student organization must demonstrate to the Assistant to the Vice President for Student Affairs that one or more of the following occurred:

- a. that the organization did not receive a hearing consistent with the principles of due process as defined in the *Student Handbook*;
- b. that the sanction imposed was arbitrary or capricious;
- c. that certain relevant evidence was not reviewed; or,
- d. that new evidence is available.

3. Normally, a decision as to whether an appeal will be heard will be limited to a review by the Assistant to the Vice President for Student Affairs of the report of the Judicial Board and/or of the group/individual presenting the appeal request.

4. When the grounds for an appeal are determined to have been established, one of the following procedures will be followed:

- a. The Assistant to the Vice President for Student Affairs may accept the report as presented or as subject to a specific reduction in the sanction imposed, may return the case to the appropriate Judicial Board panel for further proceedings, or may dismiss one or more of the charges entirely.
- b. At the discretion of the Assistant to the Vice President for Student Affairs or upon written request of the student organization, an Appeal Board or an individual Administrative Hearing Appeal Officer may be established to reconsider the case. The Appeal Board will include an administrator appointed by the Vice President for Student Affairs and two representatives from the Judicial Board designated by the Assistant to the Vice President for Student Affairs. The Assistant to the Vice President for Student Affairs serves as chair (ex-officio) of the Appeal Board. A Board or an Administrative Hearing Appeal Officer's decisions in all cases are advisory to the Assistant to the Vice President for Student Affairs. The Appeal Board or Hearing Officer will determine the procedure to be followed after a preliminary review of the specific case. The Appeal

Board or Hearing Officer shall adhere to the principles of due process as stated in the "Disciplinary Hearing Procedures" section in the *Student Handbook*.

Registration of Fraternities and Sororities

All fraternities and sororities, with the exception of those previously registered, must be affiliated with a national organization. Local fraternities and sororities will not receive registered status.

The Director of Student Life or the Assistant Director of Student Life for Organization Advising will serve as the initial contact between the University and the national office. The Director/Assistant Director will provide the national with all required information regarding the University and will obtain all necessary information regarding the national organization. The latter will include, but will not be limited to: the organization's national constitution, by-laws, and amendments; policy statements regarding pledging and hazing, anti-discrimination, substance abuse, and sexual harassment; and, resource materials for educational programs relating to these issues.

At least one (1) on-site visitation must be made by the appropriate national office official(s). During that visit, the La Salle students proposing colonization and the national official(s) will meet with the following campus representatives who will recommend to the Interfraternity and Sorority Council for or against Applicant Membership in the I.F.S.C.

1. the Assistant Director of Student Life for Organization Advising;
2. the Assistant to the Vice President for Student Affairs;
3. one (1) fraternity/sorority advisor;
4. one (1) faculty representative from the Student Affairs Committee;
5. the President of the Inter-fraternity and Sorority Council or his or her representative;

6. one (1) student appointed by the Students' Government Association who is a member of a fraternity/sorority; and
7. one student appointed by the Students' Government Association who is not a member of a fraternity/sorority.

If approved by the Inter-fraternity and Sorority Council for Applicant Membership, the organization has the rights and responsibilities as outlined in the I.F.S.C. Constitution and the policy for "Registration of Student Organizations."

If the application for Applicant Membership is denied, the decision may be appealed to the Student Affairs Committee.

Institutional Recognition of Student Organizations

Institutional recognition is granted only to organizations which have been registered for at least three (3) consecutive years. Such organizations must, in the judgment of the Director of Student Life:

1. provide regular programs and services to the campus community that are consistent and compatible with the mission and goals of the University and its traditions;
2. have a membership which is open to the campus community and does not discriminate on the basis of race, religion, national origin, gender, physical handicap, and/or academic major/grade point index; and
3. should have received funding from the Activities Funding Board Activities Contingency Fund in two of the past three years.

Additionally, organizations should:

1. serve and affect a broad constituency of the student body;
2. promote education and awareness of justice, peace, the quality of human life, and service to the University and community at large; and/or
3. promote and develop cultural diversity and awareness of the elimination of cultural and racial conflict.

An organization seeking institutional recognition submits to the Director of Student Life a constitution that contains the information required in the policy on "Registration of Student Organizations" (page 74, *Student Handbook*). The University reserves the right to deny institutional recognition when, in its judgment, a student organization's purposes, goals, and activities are in opposition to the mission and traditions of the University and the organization does not meet the above criteria.

Groups whose constitutions are found to be inconsistent with University goals and policies will be provided an explanation and may submit a revised constitution. A second or final disapproval may be appealed to the Student Affairs Committee which will review the decision.

The implication in obtaining institutional recognition is that an organization has become a permanent group and, in particular, may request an annual program budget through the Activities Funding Board. Additionally, the group retains all the prerogatives of a registered group as outlined in the policy on "Registration of Student Organizations" (page 74, *Student Handbook*).

Social/Service/Professional Fraternities & Sororities

In addition to more than eighty active student organizations, nine local and national social/service/professional fraternities and five local and national social/service/professional sororities are registered student organizations. For many students, participation in Greek organizations is a rewarding and fulfilling out-of-class activity. The Greek system provides special opportunities for leadership training, social service activity, and the development of friendships and a greater sense of community which often enhance students' experiences as undergraduates and alumni/alumnae. In order to support and assist the La Salle Greek organizations, the following regulations/guidelines have been adopted as standards held by all members of the La Salle Greek community.

1. Membership and participation in Greek organizations is open to all full-time students and may not be denied based on race, religion, national origin, or physical handicap. Furthermore, the

Academic Standing and Participation in Activities

members of the La Salle Greek system advocate the elimination of all forms of discriminatory behavior through explicit statements in their individual chapter constitutions.

Students running for major offices or applying for appointment to University Committees must have a minimum cumulative index of 2.25 to be eligible and must maintain an index of at least 2.0 during the duration of their term. A minimum 2.25 cumulative index is required when standing for re-election or re-appointment. This policy applies to the following positions:

1. All S.G.A. appointees to University Committees.
2. All S.G.A. officers, all members of the Student Senate, and all other S.G.A. Executive Board members.
3. Editors-in-Chief and editorial staff of all University funded student publications.
4. All elected officers or committee chairs of student groups annually funded by the University.

This policy is administered by the Director of Student Life who will certify eligible candidates prior to election campaigns and/or appointment and at the beginning of each semester. The Director of Student Life is the final judge of eligibility.

Participation in Intercollegiate Athletics

To be eligible to represent the University as a participant in the intercollegiate athletics program, all student-athletes, managers, trainers, cheerleaders, and dance team members must be in good academic standing (Free of Academic Censure - as determined by the Academic Deans) during each season/semester of competition. Furthermore, all participants must be full-time (minimum of 12 credit hours) day division students and comply with applicable MCC Conference and National Collegiate Athletic Association (NCAA) Division I eligibility and satisfactory progress requirements.

This policy, as endorsed by the Athletic Committee (Spring, 1991), is administered by the Director of Recreation and Intercollegiate Athletic

2. In order to pledge a fraternity/sorority or apply for associate status, students must have earned a minimum of fifteen (15) credits and be in good academic standing (Free of Academic Censure - determined by the Academic Deans).
3. In order to maintain active status in a sorority/fraternity, students must be in good academic standing (Free of Academic Censure - determined by the Academic Deans).
4. Each semester all Greek organizations must submit to the Student Life Office a list of current officers and the active and pledge class/associate members, along with a statement of any significant changes in their constitution or by-laws. The list of active members is to be submitted before the start of Rush Week each semester. The list of pledges/associates is to be submitted six (6) working days after the end of each semester's Rush Week.
5. The lists of active members and pledges/associates may be used by the Student Life Office or the Inter-fraternity and Sorority Council to calculate chapter and all-Greek academic indexes.
6. Each fraternity/sorority must establish and communicate to their members the penalties likely for violations of the University's hazing policy.
7. Each fraternity/sorority must participate in the educational programs provided by the University concerning alcohol and other drug use and abuse.
8. Representatives of each fraternity/sorority must participate in the Inter-fraternity and Sorority Council and attend the annual student organization leadership development and education programs presented by the Student Affairs Division.

ics who will verify eligible participants at the beginning of each season/semester of competition. The Director of Recreation and Intercollegiate Athletics is the final judge of eligibility.

Standing for Election/Appointment

The University recognizes the time commitment involved in assuming an executive position in an annually funded organization. Therefore, students may hold more than one position only with the approval of the advisors of the organizations involved and the Director of Student Life.

Student Organization Use of Bulletin Boards

Student organizations may use available tack boards in University buildings; permission from the Director of the Library or the Assistant Director of Student Life for Union Operations is required for posting in these buildings. All posters must be approved by the Assistant Director of Student Life for Union Operations and may not be posted on trees, walls, woodwork, or other places where they deface property. In general, student use of bulletin boards is to conform with the guidelines available from the Assistant Director of Student Life for Union Operations.

Banner Policy

Student organizations, academic and administrative departments, and individual students, faculty, and administrative staff wishing to hang banners from the balconies of the La Salle Union must secure authorization from the Director of Student Life. Approval will be based on the following criteria:

1. The banner must not be sexist, racist, or vulgar in content or in substantial opposition to the values and beliefs commonly held by the Christian-Catholic tradition in both its past and present expression. Content must comply with all applicable University policies. When symbols or unfamiliar acronyms are used, a

statement of meaning must be filed with the Director of Student Life.

2. Normally, a banner may hang for a period not to exceed two (2) weeks. Banners may not hang during University-wide events, i.e. Parents Weekend, Open House, Discover the Difference Personally, Alumni Reunions, except those advertising that particular event. Exceptions may be granted by the University officer sponsoring that program.
3. With the exception of banners promoting University-wide events, banners should be no larger than four (4) by six (6) feet. Approval will be based on content and not the physical appearance of the banner.
4. Normally, only five (5) banners may hang at one time. Exceptions may be granted for events involving multiple student organizations or academic/administrative departments. The Director of Student Life reserves the right to assign space, i.e. Ballroom, Music Room, or Student Life balconies.
5. When a University banner is hung, physical space must be compromised, not excluded, for it.

Policy for Use of Agency Accounts by University-Funded Organizations

1. Income generated through the sale of advertising and/or publications may be deposited into an Agency Account. Any other income-producing programs must comply with the regulations established for all student organizations.
2. All University-funded groups sponsoring income producing programs and activities must refund expenditures for the income producing event to the University budget and may then deposit the expenditures into an Agency Account.
3. Student groups receiving an annual budget or receiving University funds are required to submit a report of Agency Accounts to the Funding Board. When and how reports are requested is to be determined by the Funding Board.

Policy for Student Organization Use of University Facilities

The following norms for use of campus facilities by student organizations have been established to be consonant with a) the individual rights of assembly and free speech; b) the special necessity there is to preserve these rights and those of the serious and free academic search for truth; c) the rights and duties of the La Salle community to abide by the spirit of the Christian-Catholic faith; d) the just requirements and expectations of the La Salle community that LaSalle's administration will do its reasonable best to preserve, maintain, and develop a milieu of discovery consonant with that spirit:

1. The University subscribes to and supports the rights of students to meet in free assembly in University facilities reserved for that purpose and to pursue free discussion there. The heterodoxy of ideas that may be expressed is not a sanctionable matter insofar as University policy is concerned. The University also subscribes to and encourages student use of University facilities for business meetings and for social, cultural, and recreational activities. At the same time, while acknowledging that individuals have a right to be themselves and to live by the dictates of their own consciences and values in their private lives, the University also holds that it has a corresponding right to deny use of facilities to those who are unable or unwilling to abide by University regulations or who do anything to cause a positive harm to this community or its members.

2. All student groups intending to use facilities on a regular basis must file a statement of organization purpose(s) in order to qualify for the use of those facilities. Groups are required to state the use to which a requested facility is to be put and to demonstrate, if asked, that their stated purpose(s) and actual activities are consonant with one another. In addition, groups are obliged to follow all regulations for the specific facility they use. When a group is refused permission to use facilities, a Student Affairs administrator will notify the group, stating reasons. A group to whom permission to use facilities has been denied will have the opportunity to restate and resubmit its request.

3. University facilities may not be used by a student organization when such use occasions clear and present danger to persons or property; constitutes commission of a crime; occasions actions which are in substantial opposition to the values and beliefs commonly held by the Christian-Catholic tradition in both its past and present expression; or occasions by its public exercise within University facilities a serious disruption of the peace so vitally necessary to the academic and scholarly pursuits which are the day-to-day reasons for La Salle's existence as an institution of higher learning.

4. While in all such matters the University administration must be the final judge, the administration must keep itself in a constant attitude of readiness to engage in honest dialogue with any and all student organizations desiring to use University facilities. Moreover, the University administration and individual student groups have a responsibility to themselves and to the total University community to explore individually and together an ever-deepening, ever-expanding University community life in which specific decisions may be taken, adhered to, and changed. Policy governing student organization use of University facilities is established by the Vice President for Student Affairs in consultation with the Student Affairs Committee; it is administered by the Director of Student Life.

University Calendar Committee

The University Calendar Committee has been established to encourage campus organizations, offices, and departments to plan events in advance; to permit a campus-wide review of the University's calendar to avoid the scheduling of conflicting events or those that excessively tax University services; and to enhance the University's public image. The Committee will review all programs/activities held in academic areas, Hayman Hall, the Union, outdoor playing fields, the quad, the Peale Estate, etc. Normally, the Committee will not judge the value or nature of the event itself, but will determine whether activities can or should be held concurrently. The Committee may also place provisions on those scheduling conflicting events, e.g., use of Good Shepherd for parking, no University Food Services available, use of other

areas than the one requested, no events held the day prior to an event of institutional significance.

Membership includes the Director of Student Life (Chair), the Director of Public Affairs, the Director of Food Services or his or her designee, the Director of Campus Security or his or her designee, the Director of Physical Facilities or his or her designee, the Administrative Assistant to the Provost, a member of the Evening Division staff, a faculty member appointed by the Faculty Senate, and a student appointed by the Students' Government Association.

Committee Procedures

1. The Committee will meet four (4) times a year. Additional meetings can be called by the chair.
2. Prior to mid-May, all faculty, administrators, and student organizations should submit program dates for the next academic year to the Director of Student Life. The Director will prepare a summary of planned events for each Committee member.
3. In scheduling, priority will be given to those events: (a) that are sponsored by on-campus offices, departments, or student organizations, (b) that are considered University-wide in nature, and/or (c) have significant impact on the University's recruiting, fund raising, and/or public image if sponsors have met the deadline in #2 above.
4. The following programs/events/activities do require authorization from the Calendar Committee:
 - a. All programs/events/activities to be held on the same date as an event specified in #3 above.
 - b. All programs/events/activities that will be publicized in any fashion off campus, e.g., newspaper ads, conference brochures, mailings, etc., and which will bring guests to campus.
 - c. All non-academic programs to be held in Olney 100 if not in conjunction with a program listed in #3 above.
 - d. All films/lectures/performance to be held during Tuesday/Thursday free periods.

e. All programs/events/activities that will use a major University facility on multiple dates or over an extended period.

f. All programs/events/activities that will use multiple facilities on the same date(s).

5. Routine requests (those not included in #3 and #4 above) may be approved by the appropriate scheduling office, i.e., Athletic Department, Food Services Department, Public Affairs, Registrar, Union Information Center, without consultation with the Calendar Committee.

6. All requests from off-campus organizations, regardless of affiliation, must be submitted to the Director of Public Affairs. When deciding for or against approving the program proposal and/or access to facilities, the Director of Public Affairs will be guided by the policy for "Use of Facilities by Off-Campus Groups" (see page 85). Once the requesting group has been approved, final scheduling of date(s) and facilities must be approved by the Calendar Committee (Organizations and events are considered off-campus in nature if the majority of those attending are not University faculty, administration, or students.).

7. The Committee will need to review the proposed schedule and will decide to authorize or not authorize an event on the given date.

8. In reviewing proposed events, the Calendar Committee will not analyze ideological content of the activity. However, authorization of an event does not imply institutional approval of content.

9. The Committee will meet in early June, October, December, and February to review the events calendar and to discuss activities for the next academic year which require advance confirmation. Additional meetings may be called by either the Director of Student Life or the Director of Public Affairs as needed.

10. Program sponsors whose events have not been authorized will be provided with an alternate date(s).

Policies For Reservation of La Salle Union Facilities by Campus Groups

Whenever La Salle Union facilities are to be used for routine administrative, academic, or extra-curricular purposes, a reservation must be secured from the Union Information Center.

All reservations and related requests (room set-up, special equipment, etc.) are tentative until confirmed in writing. This applies, as well, for reservation changes.

Reservations will be accepted on a first come, first served basis. The reservation staff reserves the right to assign space to be used for a meeting or function. When a request for a particular area is made, every effort will be made to honor the request.

Reservations and reservation changes must be submitted at least 48 hours in advance.

Those individuals or groups using facilities are expected to leave them in good order. Sponsoring groups are responsible for damages to facilities.

University regulations preclude regular use of La Salle Union facilities for classes, course seminars, labs, and other strictly class related meetings. Reservations of this type normally must be for academic facilities.

Recognized and registered student organizations and University offices and departments will not be charged for use of Union facilities; however, some personnel costs will be charged to sponsoring groups. Personnel costs may include such items as maintenance supervisor, security staff, janitorial staff, matron, electrical staff, etc. Personnel charges, if any, will be specified when the facility is requested, and the sponsor will sign an agreement for any expenses before confirmation will be given.

Procedures for Reservation of Facilities by Campus Groups

Requests for routine use of all La Salle Union facilities should be made to the Information Center in the La Salle Union Building.

Reservation requests may be submitted only on the specific form which is available at the Information Center. The forms completed for reservations in the next academic year will be accepted as of April 1 of the previous Spring Semester and will be filed in order according to the date of receipt. Requests for non-routine use of facilities will be forwarded to the University Calendar Committee for disposition.

Requests for routine meetings/functions in the Union will be confirmed by the Union reservation staff. The confirmation process for the Fall Semester will begin on July 1 and the review of similar requests for the Spring Semester will begin on November 1. The sponsor of the event will be informed of the confirmation through the return of the appropriate copy of the reservation form.

In the case of duplicate requests for the same date and facility, the applicants will be notified of the conflict and provided alternate dates and/or facilities. The staff will attempt to resolve the conflict to the mutual satisfaction of the applicants. The revised requests will then be confirmed for each group. If a satisfactory resolution can not be achieved, the Assistant Director and Director of Student Life will assign the facilities and/or dates and inform the persons and groups involved.

Reservation requests received after June 30 or October 31 will be acted upon as received. Requests for previously reserved facilities will be accommodated with the most suitable alternate facility and/or date. When policy questions are involved in decisions regarding facility use, the Information Center will consult with the Director of Student Life and/or the Director of Public Affairs and/or the University Calendar Committee before the request is confirmed or denied.

Questions regarding the facilities reservation procedures should be directed to the Assistant Director of Student Life, extension 1375 or the Director of Student Life, extension 1371.

Procedure for Routine Use of Union Facilities

Faculty and Administration: submit a reservation form one week in advance signed by a faculty member or administrator and with the department clearly identified.

Recognized/Registered Day and Evening Student Groups: submit a reservation form one week in advance signed by the student representative and faculty advisor, when applicable.

Non-Registered Student Groups: submit a reservation form and "Declaration of Responsibility" to the Information Center along with a security deposit. Disposition of the reservation request will be sent to the individual signing the form. The security deposit will be returned within seven (7) days following the reservation, provided there has been no damage to property.

Use of Facilities by Off-Campus Groups

General Information

The facilities of La Salle University serve a student body of nearly 5,900, a graduate population of over 1,000, and an alumni group numbering over 36,000. A twelve (12) month academic schedule places heavy demand on University facilities.

Within this context, La Salle University's policy is to make its facilities available to appropriate off-campus groups when possible. Organizations and events are considered off-campus in nature if the majority of those attending are not University faculty, administration, or students.

When requests to use campus facilities are reviewed, the following factors will be considered: the nature of the sponsoring organization; the content of the program and/or activity; and, the University's academic calendar.

1. The Sponsoring Organization: Appropriate groups include those non-profit organizations whose purposes are primarily educational, professional, philanthropic, civic, and community in nature. Those whose organizational purpose is primarily political, fraternal, or proprietary will not be considered.

When members of the La Salle faculty and administration are reserving facilities to be used by off-campus organizations, this information must be clearly indicated at the time the request is placed. In such instances, University offices will consider that requesting faculty member or administrator to be the coordinator of the event.

2. Program Content: Programs must be educational or focus on community development. Activities that are primarily social, cultural, or entertaining can only be accommodated during those periods of low University demand (see #3 below).

The Director of Public Affairs will consult with the Dean of the School of Continuing Studies when proposed programs are educational in nature and offer continuing education credits.

Requests cannot be honored for facilities to be used for fund raising.

3. Calendar: The University's heaviest use of campus facilities is during September 1 through May 15. Access to facilities is limited during this time and facilities are available only for educational and community development purposes. Also, priority is given to those appropriate groups (see #1 above) sponsored by members of the University community or located within the G.L.O.W. area.

La Salle University reserves the right to deny use of its facilities where University policy would be violated or where there is question of safety and/or security of University personnel, buildings, or neighborhood.

In the event of multiple requests by off-campus groups for a facility on the same day, organizations sponsored by La Salle University faculty, administration, or students will be given preference.

The use of facilities is subject to the policies of La Salle University and the specific regulations of the facilities requested for use.

A schedule of rental fees will be given to the sponsoring organization at the time the request is placed. Rental fees are always charged when the sponsoring organization is for-profit in nature or when an admission is charged for attendance. All groups must agree to pay for extraordinary costs incurred in the use of facilities, said costs to be itemized before confirmation of use of facilities.

Student Ticket Sales

Tickets for on-campus programs which utilize University facilities or off-campus student programs sponsored by the University may be sold through the Information Center. A service charge is permissible under this policy.

Student groups should contact the Administrative Assistant for Union Operations (Union, first floor) at least one week prior to the sale. The Information Center personnel assist the group with publicity via the La Salle Union bulletin boards, the P.A. system, and the radio station. The Information Center does not send out mail orders, take phone orders, nor sell tickets without receiving payments unless the action is discussed with the president of the sponsoring organization and the Assistant Director of Student Life for Union Operations. The sponsoring group must expect to pay for these extra services. Student groups wishing additional information on this policy and procedure are invited to contact the Information Center.

Fund Raising

Soliciting funds, selling chances, or merchandising of any kind is not allowed without the permission of the organization and the approval of the Director of Student Life. Solicitation is also not allowed in the Residence Halls without the approval of the Director of Resident Life.

The sponsoring organization will be required to sign a License Agreement prior to use of La Salle University facilities. The License Agreement requires appropriate insurance coverage and creates a hold harmless understanding between the University and the sponsoring organization. The signed Agreement and required insurance certificate should be forwarded to the La Salle University Business Office no later than two (2) weeks prior to the effective date. A copy should also be sent to the University department authorizing use of La Salle facilities.

Procedures

Requests for use of University facilities should be directed to

Director of Public Affairs
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141-1199

All requests will be channeled to the University Calendar Committee for final disposition and assignment of date(s) and facilities. When questions of policy are involved, the Director of Public Affairs may consult with the Director of Student Life and/or the Vice President for Student Affairs and the Vice President for Development before approving an organization's access to University facilities.

Disposition of the request will be forwarded to the applicant. Requesting groups are advised not to sign contracts or publicize the event prior to receiving confirmation of the reservation.

Leadership Development

Student organizations funded by the University or the Activities Funding Board must be represented at a minimum of one-half of the leadership training programs offered each semester by the Student Life Office. Appropriate representatives include Editors-in-Chief and editorial staff of all funded student publications, and all elected or appointed officers and committee chairs of student groups receiving funds from the University or the Funding Board (either annual budgets or Contingency and Travel funds).

Part V: STUDENT PRESS POLICIES

Objectives of the Student Press Committee

The Student Press Committee was established to create and maintain an environment at La Salle in which high quality student newspaper, radio station, and other media forms will most effectively benefit the entire University community. The Committee will formulate general policies for student newspapers, radio stations, etc. and advise the Vice President for Student Affairs on related matters.

Responsibilities

1. The Committee will appoint the editors of student newspapers, managers of student radio stations, etc., from those certified by respective staff editorial boards, or from other applicants should these boards fail to submit candidates.
2. The Committee will meet for consultation with student editors, station managers, etc., at the request of any Committee member or of the Vice President for Student Affairs.
3. The Committee may conduct post-publication/broadcast reviews of student newspapers and radio stations.
4. The Committee may review financial and legal matters involving student newspapers and radio stations.
5. The Committee may question any policy of a student newspaper or radio station and make recommendations to the governing boards of the organization.
6. The Committee will function as an arbitration board for any disputes which cannot be resolved between faculty, administrators, students, or advisors and student editors or the manager of a radio station.
7. The Committee may, with just cause, impose censure, suspension, or removal as editor/manager upon any editor-in-chief of a

student newspaper or manager of a student radio station, provided the student has been given the opportunity to present his or her case before the Committee (See Appendix B to these By Laws).

8. The Committee or selected Committee members will participate in the recommending and/or selecting of the *Collegian* and WEXP advisor.

Membership

1. The Committee will be composed of the following ten (10) voting members.
 - a. Student: Day Collegian Editor, ex-officio
 - b. Student: WEXP Station Manager, ex-officio
 - c. Students: Two (2) at-large student members, neither of whom should be a member of any publication/station whose editors/managers sit ex-officio on this committee.
 - d. Faculty Members: Three (3) to be appointed by the Faculty Senate, for a three (3) year term.
 - e. Administrators: One (1) to be appointed by the Vice President for Student Affairs for a three (3) year term.
 - f. Collegian and WEXP Advisors: One (1) each to be appointed by the Vice President for Student Affairs upon the recommendation of the Director of Student Life from the La Salle University faculty or administration for a two year, renewable term, ex-officio.
2. Officers:
 - a. Chair: To be elected annually by the members of the Committee from its membership. His or her duties will be to preside over meetings and to act for the Committee in matters which it delegates.
 - b. Vice Chair: To preside in those instances when the Chair is not present.
 - c. Secretary: Administrative appointee, ex-officio.

Meetings

1. Regular Meetings: The Committee will meet at least once during each semester.
2. Special Meetings: The Chair may call a meeting whenever circumstances warrant doing so.

Quorum

A quorum will consist of six members of the Committee.

Amendment

The By Laws may be amended by a majority of the Committee (i.e., at least six) provided the amendment was listed on the agenda.

Appendix A

"FROM THE JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS"

(by American Association of University Professors, National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors)

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution as publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment, and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.
3. All Universities published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university or student body.

Appendix B

GUIDELINES FOR CENSURE, SUSPENSION, OR REMOVAL OF STUDENT EDITORS-IN-CHIEF

The Student Press Committee subscribes to the principles articulated in the "student publication" portion of the AAUP "Joint Statement on Rights and Freedoms of Students," portions of which appear as APPENDIX A above. The Committee particularly agrees that student publications "...are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus," that "they are means of bringing student concerns to the attention of the faculty and institutional authorities," and that they are vehicles for the formulation of "student opinion on various issues on the campus and in the world at large." The committee emphasizes, therefore, that "the student press should be free of

censorship and advance approval of copy, and its editors...should be free to develop their own editorial policies and news coverage."

The Committee also agrees that "editorial freedom of student editors...entails corollary responsibilities to be governed by the canons of responsible journalism." Accordingly, the Committee is bound not to allow student publications to be used by those who perpetuate libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Student Press Committee encourages free inquiry and free expression for student editors, and views the invoking of censure, suspension, or removal of a student Editor-in-Chief as extraordinary. If such punitive action must be taken, the Committee feels equally bound to guarantee procedural fairness to any student editor, and therefore establishes the following guidelines for due process.

1. Since (at least some) student newspaper Editors-in-Chief are members of the Student Press Committee, it is hoped that any formal action by the Committee will be precluded through open exchange by all members of the committee on controversial matters.
2. If informal consensus cannot be attained, or if student editors should evidence bad faith through refusal either to appear before the full Committee or to discuss their rationales for certain editorial decisions, the Committee can officially censure, through majority vote of the full Committee (i.e., at least five votes) a student Editor-in-Chief (a student editor who is a member of the Committee would not vote should he/she be the accused in the case).
3. Suspension or removal of an editor as editor may be imposed only after the student has been informed in writing of the charges against him or her, and after he/she has been provided a fair opportunity to refute such charges. The student editor would be entitled to an advisor, could call witnesses, conduct cross-examination, and so forth. The Committee's decision may be appealed directly to the Vice President for Student Affairs.

Appendix C

CODE OF ETHICS OR CANONS OF JOURNALISM AMERICAN SOCIETY OF NEWSPAPER EDITORS

The primary function of newspapers is to communicate to the human race what its members do, feel, and think. Journalism, therefore, demands of its practitioners the widest range of intelligence, or knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American Journalism, these canons are set forth:

1. **RESPONSIBILITY** — The right of a newspaper to attract and hold readers is restricted by nothing but consideration to public welfare. The use a newspaper makes of the share of public attention it gains serves to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for any selfish or otherwise unworthy purpose is faithless to a high trust.
2. **FREEDOM OF THE PRESS** — Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.
3. **INDEPENDENCE** — Freedom from all obligations except that of fidelity to the public interest is vital.
 - a. Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So-called news communications from private sources should not be published without public notice of their source or else substantiation of their claims to value as news, both in form and substance.
 - b. Partisanship, in editorial comment which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news columns it is subversive of a fundamental tenet of the profession.

4. **SINCERITY, TRUTHFULNESS, ACCURACY** — Good faith with the reader is the foundation of all journalism worthy of the name.

- a. By every consideration of good faith a newspaper is constrained to be truthful. It is not to be excused for lack of thoroughness or accuracy within the control or failure to obtain command of these essential qualities.
- b. Headlines should be fully warranted by the contents of the articles which they surmount.

5. **FAIR PLAY** — A newspaper should not publish unofficial charges attacking reputation or moral character without opportunity given to the accused to be heard; right practice demands the giving of such opportunity in all cases of serious accusation outside judicial proceedings.

- a. A newspaper should not invade private rights or feelings without sure warrant of public right as distinguished from public curiosity.
- b. It is the privilege, as it is the duty, of a newspaper to make and complete corrections of its own serious mistakes of facts or opinion, whatever their origin.

6. **DECENCY** — A newspaper cannot escape conviction of insincerity if while professing high moral purpose it supplies incentives to base conduct, such as are to be found in details of crime and vice, publication of which is not demonstrably for the general good. Lacking authority to endorse its canons the journalism here represented can but express the hope that deliberate pandering to vicious instincts will encounter effective public disapproval or yield to the influence of a preponderant professional condemnation.

Appendix D

COLLEGIAN ADVERTISING GUIDELINES

As publisher/manager of the *Collegian*, La Salle University grants to the student editors freedom to develop their own editorial and news coverage policies and protects them from arbitrary sanctions due to student, faculty, administrative and/or public disapproval of editorial policies and content. While granting this freedom, the University limits editorial discretion in the area of advertisements. However, as publisher/manager of the *Collegian*, the University strongly encourages *Collegian* editors to accept any advertising announcing a speech or similar campus gathering devoted to the spread of ideas.

As publisher/manager, the University retains the right to exclude advertisements for:

1. drugs and alcoholic beverages, and related products and services;
2. tobacco products;
3. research/term paper services; and
4. counseling, services, and off-campus events pertaining to abortion, contraception, and reproduction.

Appendix E

GUIDELINES FOR LETTERS TO THE EDITOR, GUEST COLUMNS, AND OPINION PIECES

The La Salle *Collegian* is a newspaper run by the students of La Salle University in Philadelphia, serving the entire University community. Letters, guest columns, and opinion pieces will be considered for publication provided they meet with the Editor's standards and can be allotted space. All letters must be signed, must include the address and telephone number of the sender, and must be under 300 words. The *Collegian* reserves the right to condense and edit as needed. Editorials reflect a consensus of the Editorial Board and are not necessarily the views of the University. Signed columns and cartoons are the opinion of the writers or artists.

Part VI: RESIDENTIAL COMMUNITY INFORMATION AND STANDARDS

The residences are an integral part of La Salle University, and as such, all University rules and regulations are applicable in the halls. Each student, resident or guest must observe in his or her use of the residences all federal and state laws and all ordinances and fire regulations of the City of Philadelphia. Resident students assume responsibility for reporting any illness or injury to a staff member and all students are strongly encouraged to purchase adequate medical insurance and to use the University Student Health Services.

The Housing Contract

- A. The housing contract represents an agreement between the University and the student for one academic year's rent (or from the time of arrival to the posted closing time of the Spring Semester) on a space in the La Salle student residence facilities. All residents of dormitory-style buildings must also subscribe to one of the Food Services meal plans. A meal plan for apartment/townhouse residents is optional. Housing is limited to full-time, Day Division undergraduate students except in the summer months or (if space is available) during the academic year when some restrictions may be removed to include graduate students, conference groups, and guests. Terms and conditions of occupancy included herein (except for the meal plan requirement) remain in force throughout the calendar year.
- B. The University does not assume legal obligation to pay for any loss of or any damage to students' property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the contract. Personal property insurance is recommended.

C. The student is responsible for the accommodations assigned and shall reimburse the University for all losses and damages done within or to said accommodations and furnishings. Residents are collectively responsible for damages to common areas on their floors or in their buildings, such as walls, ceilings, floors, tiles, furnishings, doors, fire safety equipment, and other appurtenances if the person(s) responsible cannot be identified.

D. Room assignment and reservations are made by the Resident Life Office (RLO). When a vacancy occurs, the University reserves the right to consolidate and reassign the remaining occupant of the room to different accommodations or to assign a new resident to fill the vacancy. Space permitting, the remaining occupant may request to remain in the room by 1) selecting a new eligible resident to fill the vacancy, or 2) by paying an additional premium for the continued use of the room at a reduced capacity. In order to fill apartment/townhouse vacancies the Resident Life Office reserves the right to offer one or more of the following options: 1) the students may select an eligible resident roommate, 2) have the next person on the apartment/townhouse waiting list assigned, 3) consolidate with other partially filled apartments and town-houses, or 4) pay an additional charge to cover the room rent of any unfilled space.

E. When deemed necessary, the student agrees that the RLO may create extended housing by tripling double occupancy rooms and using common areas. If this occurs, every effort will be made to insure the security and comfort of the resident. As space occurs, residents in extended housing will be reassigned to permanent housing. Students remaining in a "de-tripled" room will be assessed the standard double room fee unless they arrange for another eligible roommate to move in to maintain the room as a triple accommodation.

F. Students are prohibited from taking a roommate, transferring the contract, or permitting any part of an assigned room to be shared by person(s) not duly assigned by the RLO.

G. The University reserves the right to make all room assignments and reassignments as considered necessary including during break periods and holidays. Due to an interest group housing

assignment, alteration of the male/female housing ratio, damage to a building, or any other hall or floor reassignment condition, the University reserves the right to reassign residents or alter assignments as necessary.

H. The University reserves the right of entry into a student room during an emergency or for other purposes in accordance with University policy and the *Student Handbook*.

I. Authorized University representatives shall have the right of inspection within student rooms without prior authorization of the resident(s) at reasonable times for general maintenance/health/safety standards, preservation of the existing physical structure, identification of damage, and for enforcing University Rules and Regulations governing security and safety of University property. The University reserves the right to initiate steps for the removal of items which are the property of the University or its agents which are in a resident's room without approval.

J. The student agrees to comply with the rules, regulations, and conditions as contained in this agreement, together with such rules, regulations, and conditions as contained in the *Student Handbook* and the *University Bulletin*.

K. If any provision of this contract shall be declared illegal or unenforceable, the remaining provisions will remain in full force and effect.

L. The student shall be expected to follow the check-out procedures established by the Resident Life Office and to vacate University residence buildings within 24 hours after withdrawal or his or her last final examination or termination of this contract. End of semester and holiday closing dates and times are published annually by the Resident Life Office and are noted in the calendar section of the *Student Handbook*.

Housing Assignment Matters

Room Changes

Room changes may only be requested by submitting a properly completed Room Change Request form to the Housing Services Manager

during a room change period. There is a \$10.00 fee to the student who initiated the room change. When a resident changes rooms, the resident is responsible for the condition of both the former room and the present room. Rooms or room assignments cannot be changed without authorization from the Resident Life Office. Check-in and check-out forms are to be signed and completed at the actual time of each room change by the student and the Resident Assistant (RA). A \$25.00 fee is assessed for improper room change, and the change may be nullified.

Single Rooms and Consolidation

When vacancies occur in double occupancy rooms during the academic year by no-shows or room changes, the University reserves the right to reassign students in order to consolidate occupancy. Space permitting, requests to retain the same room will be considered by the Resident Life Office. An additional premium single room fee will be assessed if approval is granted.

Withdrawal from Residence

Whenever and for whatever reason a resident wishes to withdraw from housing, an application for Withdrawal from Residence form must be submitted to the Director of Resident Life. There is a charge for failing to submit a form and not following prescribed check-out procedures if withdrawal is approved.

Housing contracts are binding for the entire academic year, fall and spring semesters. Release from financial obligation for room rent for any subsequent semester in the contract can only be granted by the Director of Resident Life when an Application for Withdrawal from Residence form is received prior to the beginning of that semester. Marriage, off-campus matriculation or job co-op location which constitutes a travel hardship, withdrawal from the University, or part-time or evening division status constitute the acceptable grounds for release from the housing contract. Residents withdrawing from school during a semester are eligible for a refund of room rent for that semester according to the tuition refund schedule noted in the *University Bulletin*.

Pro-rated refund or alteration of the Food Services contract can only be obtained by contacting the Bursar and the Food Services Department.

Check-out Procedures

Any time a resident student withdraws from school, graduates, gets married, goes home at the end of the academic year, or even CHANGES ROOMS, he/she MUST OFFICIALLY CHECK-OUT OF HIS/HER ROOM! Listed below are some important check-out procedures.

1. Each person must check-out of his/her own room. No one else can do it for him/her.
2. All possessions and items to be discarded (including anything on walls, doors, bulletin boards, and windows) must be removed from the room, and it must be broom cleaned. Bathroom and kitchen facilities in townhouses and apartments are to be cleaned as well.
3. The RA must do a final check of the room. Damages will be assessed (if any) and noted on the room inspection sheet. A check-out is NOT complete until THE ROOM INSPECTION SHEET IS SIGNED AND KEYS ARE RETURNED. THIS MUST BE DONE BEFORE LEAVING. Failure to do this results in a \$25.00 charge for failure to check-out properly in addition to charges for key replacement. If the room/apartment/townhouse has been abused or vandalized, the resident may also be subject to disciplinary action for abuse of University property.

Hall Closing During Holiday Break Periods

The residence hall-style buildings are closed for occupancy during the Thanksgiving, Christmas, and Spring break. Students who need to remain in on-campus residence beyond the posted closing times at each break period during the academic year may request such by submitting a Housing Extension Request form to the Resident Life Office. All students who have a University-related reason are automatically approved (free of charge). Students with later exams, ath-

letic commitments, on-campus work responsibilities, etc. all fall within this category.

Students who live in any of the three apartment complexes on campus are not affected by closing of the halls since these accommodations remain open through all scheduled break periods.

Guests cannot be permitted during these vacation break periods.

Care of Facilities

Residents are expected to maintain reasonable standards of cleanliness and care for the residence buildings. Students are responsible for cleaning their own living quarters and are to refrain from abusing common area facilities. Requests for maintenance and repair should be directed to building Resident Assistants.

Property Damage

When damage occurs to residence hall property, the Resident Life Office reserves the right to assess charges for damages to the responsible party.

The cost of the repair or replacement of damaged property in a student room will be charged to the responsible occupants. When damages occur on a particular floor or hall in a common area, the persons responsible will be assessed if they can be identified. Otherwise, all of the floor or hall's residents will be collectively (as a group) assessed for the damage. Damages within a townhouse or apartment will be assessed to the group of residents in that unit.

Damages to common lobby areas will be assessed to persons responsible if they can be identified. Otherwise, the repairs will be charged to the smallest identifiable group of students in the residential area.

Painting Rooms and Hallways

The current Painting Policy Guidelines are available at the Resident Life Office through the Housing Facilities Manager.

Health, Safety, Maintenance Checks

Periodically each semester Resident Life Staff will conduct announced health, safety and maintenance checks of rooms, apartments, and

townhouses. Residents need not be present. Violations will be referred back to the resident(s) for correction. Failure to comply with pertinent health, safety or maintenance standards and laws may lead to disciplinary action.

Furniture

Furniture is placed in the common areas of the residences for use by all residents. It may not be taken out of a building or into a private living space. If University furniture is found in a student room, a charge will be assessed, and the return of furniture to its original location within 24 hours will be required of the residents.

Repairs

Residents should promptly report all needed repairs to a Resident Assistant (RA) or Resident Director (RD). Emergency repairs should be immediately reported to them or can be telephoned to Campus Security at 951-1111 or 991-2111.

Security and Safety Requirements

The La Salle residence community includes some 1,800 undergraduate students in varied accommodations ranging from single and double residence hall style rooms in eleven halls to fully-furnished three, four, and five person apartments and townhouses. Services and programs intended to enhance the quality of life and to assure the security and safety of the resident student body are a major priority for the Resident Life administrative staff. Each residence facility includes a 24-hour security desk receptionist, and/or a magnetic photo identification card access system. All are served by live-in, graduate student Resident Directors and undergraduate Resident Assistants. Staff members are available for each building from 6:00 p.m. every evening until 7:00 a.m. the next morning, and staff make regular rounds in each building as part of the security and safety system provided for resident students. The following policies relating to the use of facilities and individual responsibilities are intended to provide a safe living environment.

The University has trust that the great majority of students do not intentionally violate policies or contribute to events in which harm, threat to person, or destruction of property occurs. However, in the

event that these factors are imminent, University personnel have a responsibility to react accordingly to protect students and property from harm on University property.

In this regard, University Resident Life professional staff reserve the right to enact additional policies and procedures it deems necessary to respond to foreseeable circumstances (such as, but not limited to the restriction of alcohol sign-in privileges and/or building access privileges). Such situations may meet the following criteria:

1. Events in which alcohol and/or large numbers of people are regarded as contributing to an anticipated lack of civility, harm to students, or destruction of personal and/or University property.
2. Events during which threats to persons have occurred, and/or it seems likely that they may occur without intervention by University staff.

Building Safety

1. Fire doors and any locked accessways must remain closed and secured for all but emergency use.
2. All non-staff persons must avoid roofs and other limited access areas, including boiler rooms and electrical equipment boxes. Walking on the building roofs will cause ultimate, if not immediate damage to roof surfaces.
3. Windows and screens are intended to secure student rooms, to keep out insects, and as a safety precaution. Removal of, or damage to, window screens will result in a damage charge. Where screens are not available, students should continue to observe safety precautions. In all cases, any person found throwing objects out of a window or hanging anything out of a window will be subject to disciplinary action. In addition, persons found to be throwing objects at windows may be subject to disciplinary action as well.
4. All persons must enter and exit residential facilities through designated access points. Persons may not climb over walls, gates, fences, or through windows.

Safe Living and Individual Responsibility

1. All persons must carry an appropriate form of La Salle identification (La Salle Student ID Card, La Salle Staff ID Card, or a currently issued guest pass) when inside a residential complex. All students and employees are issued photo ID cards and are required to present them upon request to University officials.
 - Inability to provide appropriate picture identification will likely require individuals to visit either the Department of Security and Safety or Gold Card Account office to receive temporary ID, purchase new ID, or be denied access to residential facilities.
 - Lost or stolen ID cards must be reported immediately to the Department of Security and Safety to prevent unauthorized use.
 - Trespassers are escorted off campus and may be detained by authorities.
2. Resident students may host the guest(s) of their choice, providing that the resident student has not had their guest privileges revoked as a result of disciplinary action, the guest has not lost visitation privileges as a result of disciplinary action, and both guest and host are willing and able to abide by all University standards.
 - Guest passes may be issued at the North Halls Security Desk, the Sts. Edward and Francis Halls Security Desk, the St. John Neumann Hall Security Desk, or the St. Miguel Court Security Desk.
 - No guest will be allowed to enter a residential complex who is unable to present a picture ID. It is the responsibility of the host to insure that their guests are aware of this requirement.
 - All guests must be escorted by their host at all times while inside a residential complex. It is the host's responsibility to insure that this occurs. A host will be held fully accountable for the actions of his/her guest(s).

- Guests cannot be permitted during vacation periods.
3. All resident students and staff must use their ID card to activate the turnstile or security door each time they enter the St. Miguel Court Complex, Sts. Edward and Francis Halls, St. John Neumann Hall and the North Halls Complex.
 - Assistance with malfunctioning cards or equipment may be received from the Security Desk Receptionists or at the Department of Security and Safety. A malfunctioning card will not admit an individual to a residential complex and will require an individual to insure that his/her card is functional or replaced at either the Department of Security and Safety or Gold Card Account office.
 4. The following guidelines are highly recommended in order to insure the safest educational environment within the residential community:
 - a. Lock room door and always carry key. Remember room door and mailbox combination.
 - b. Do not loan keys or door combinations. Report lost or misplaced keys immediately. There will be a small fee charged to change a lock or a door combination.
 - c. Report strangers or suspicious behavior of unfamiliar persons in the building. Contact a Resident Life Staff member immediately or call Campus Security at 951-1111 or 991-2111.
 - d. Report incidents of vandalism, theft or property destruction to the Resident Life Staff immediately.
 - e. Park in designated University parking areas. Avoid street parking.
 - f. All students and employees are encouraged to promptly report all crimes to Campus Security and/or the Philadelphia police.

5. PROHIBITED!

Because of legal statutes and for health and safety reasons, etc., the following are not allowed in the residence halls:

- ✕ body building equipment
- ✕ cooking appliances with an open element
- ✕ electric skillets
- ✕ weapons (or replicas)
- ✕ fireworks
- ✕ littering
- ✕ connections to outside aerials or antennas
- ✕ radio transmitters
- ✕ musical instrument amplifiers and sound equipment
- ✕ waterbeds
- ✕ air conditioners
- ✕ lighted candles
- ✕ firearms
- ✕ gas and air pistols or rifles
- ✕ ammunition or explosives
- ✕ darts and archery equipment
- ✕ sun lamps and other similar electrical equipment
- ✕ vehicles with gasoline engines
- ✕ bicycles (except in private rooms or parked outside)
- ✕ pets

The keeping or presence of any and all pets is prohibited!

6. Solicitation

Solicitation of any kind is not permitted on or in the private property of the University without permission. This includes commercial salespersons, outside organizations, representatives of political parties, vendors, small businesses, etc. Campus-based student organizations, individual students, as well as individuals or groups not affiliated with La Salle must receive authorization from the Director of Resident Life.

Community Courtesy Guidelines

The residential student community is an interdependent group of individuals. However, needs and behaviors of individuals can be in conflict with the needs and behaviors of small groups of residents or the entire residential community. The University facilitates the resolution of this conflict through three bodies of authority whose responsibility it is to define when and where the rights of individuals end and the needs of the community begin. These three authoritative bodies include the Resident Life Office, the Resident Life Advisory Board, and the Resident Student Association. All-campus policy issues are the responsibility of the Student Affairs Committee and the Vice President for Student Affairs. The preponderance of resident student-specific policies are the responsibility of the Resident Life Advisory Board and its membership which includes students, faculty and administrators.

Noise Annoys!

Each resident has the right to an environment that promotes courtesy and respect for individual study, sleep, and living habits. Excessive noise or behavior which infringes upon student residents or off-campus neighborhood residents is not appropriate. In particular, sound equipment should not be placed facing an open window nor should it be played at such a volume to disturb others (Closing a room door and windows makes a lot of difference!).

Though courtesy is expected at all times, each living unit/floor may vote to establish guidelines beyond those listed below as minimum.

QUIET HOURS

Sunday Evening through Friday Morning

8:00 p.m. to 8:00 a.m.

Friday Night through Sunday Morning

1:00 a.m. to 8:00 a.m.

Guests and Visitation Privileges

La Salle commuter students and non-La Salle guests are subject to all University and Resident Life policies and regulations. All guests must have a host, register with the Security Desk Receptionist, and obtain

a pass to gain access to a residence (See Safe Living and Individual Responsibility guidelines on page 95).

The visitation policy permits members of the opposite sex to visit in hallways and rooms in the University residences during prescribed hours only:

Sunday–Thursday 12:00 p.m.–12:00 a.m.

Friday–Saturday 12:00 p.m.–2:00 a.m.

Resident students may have overnight guests of the same sex as long as roommate(s) are notified and do not object. The Resident Assistant must be notified and, if a guest is to stay beyond three (3) consecutive nights, authorization must be obtained from the appropriate Resident Director. The Resident Life Office may have a guest removed for failing to abide by University and housing regulations.

Room Entry and Search Procedure

The right of a resident to privacy in his or her room will be protected by the University. However, this right of privacy carries with it the responsibility for each student to conduct himself or herself within the general policies of the University. In the interest of handling emergency situations and of maintaining an environment in the University residence complexes which provides for the health, safety, and welfare of all residents, it is occasionally necessary for authorized University personnel to enter the living quarters of students (See Housing Contract above, section I.).

In situations as defined below, premises occupied by a student and the personal property of a student in those premises may be searched only when appropriate prior authorization has been obtained. For University residences or other facilities controlled by the University, a formal request must be made of the Assistant to the Vice President for Student Affairs, or his or her designated representative, specifying the reason(s) for the search and the object(s) or information sought. A student's room will be protected from unreasonable search and from search when he or she is not present, if possible. In the case of searches by civil authorities, the requirements for lawful search will be followed:

1. A clear indication that established health or safety regulations are being violated.
2. Clear and present danger to the room occupants or other residents exists.
3. University administrative personnel have probable cause to believe that students are violating federal, state, or local laws or University regulations.

Telephone Harassment

It is a crime under both state and federal laws for anyone to make obscene or harassing telephone calls. These laws have penalties of imprisonment and/or a fine. La Salle University will cooperate fully with investigations by the proper authorities into these matters. In addition, the responsible person(s) will be subject to University disciplinary action.

If you ever receive obscene, abusive, harassing, or threatening calls, follow these suggestions: 1) Hang up at the first obscene word. Hang up if the caller remains silent the second time you say hello. REMEMBER, YOU CONTROL YOUR TELEPHONE, not the person calling. 2) Do not give any information, such as your name and address, until the caller has been properly identified. 3) Unplug your telephone for a length of time until the calls cease. 4) If calls persist over a period of days, notify a Resident Life Staff member or visit the Resident Life Office.

Serious Misconduct

Students at La Salle have a great deal of freedom to develop a lifestyle which is consistent with their personal goals and developmental needs. However, the following areas fall outside the bounds of acceptable student behavior and could lead to loss of housing privileges or suspension from the University on a first offense.

1. Vandalism — The deliberate destruction or defacement of private or University property.
2. Violent acts such as fighting and assault or threats of the same.

3. Sale or possession of illegal/illicit drugs or drug paraphernalia in any quantity.
4. Breaches of security/safety measures which could put at risk members of the University community including improper possession/use of keys, combinations, propping open doors, etc.
5. Misuse of fire protection equipment including pulling a false alarm or discharging a fire extinguisher.
6. Arson or the discharge of fireworks or firearms.
7. Lewd or indecent behavior in public areas antithetical to the values of a La Salle education.

Suspension of Housing Privileges

The privilege of residing in or visiting University residential facilities is provided to all La Salle University students until or unless an individual demonstrates behavior which affects that status. The residential community requires that its members make an effort to respect one another as well as the facilities they share.

Students found to be physically abusive or neglectful toward University residential facilities may risk losing privileges regarding their choice of living accommodations or their ability to live in or visit University residential facilities.

Students found to be violators of University regulations, either through "Serious Misconduct" or through consistent or continuous

violations of policy, risk losing certain privileges. This may include the ability to self-select their living accommodations or the ability to live in or visit University residential facilities.

The following examples describe "minimum" responses and disciplinary action regarding housing privileges:

Intentional damage to common area University property

First Offense — Specific probation, restitution and loss of privilege to self-select living accommodations for next academic year.

Second Offense — General probation, restitution, loss of all housing privileges for one academic year (may not live in or visit University housing facilities).

Damage or neglect of assigned living space

First Offense — Conduct warning, restitution, and loss of two room selection lottery points.

Second Offense — Specific probation, restitution, and loss of privilege to self-select living accommodations or limited choices for the next academic year.

The above listed examples are for general reference only. Extent of damage and other circumstances will affect sanctions necessary for individuals in specific circumstances.

La Salle Quick Phone List (951~)

1803 Academic Computing & Technology	1038 Duplicating & Print Shop	1010 Office of the President
1084 Academic Discovery Program	1178 Economics Dept., Chair	1350 Pastoral Counseling, Director
1029 Accounting Dept., Chair	1191 Education Dept., Chair	1320 Philosophy Dept., Chair
1381 Activities Programming Board	1196 Education Program (Graduate)	1315 Physical Plant Dept.
1045 Administrative Computing	1145 English Dept., Chair	1268 Physics Dept., Chair
1500 Admissions Office (Day School)	1013 Equal Opportunities Programs	1881 Planned Giving, Director
1190 Advanced Placement Program	1380 Explorer (yearbook)	1024 Planning, Director
1014 Affirmative Action Officer	1384 Faculty Dining Room	1122 Political Science Dept., Chair
1005 African American Students League	1649 Finance Dept., Chair	1015 Provost
1535 Alumni Office	1070 Financial Aid Office	1122 Political Science Dept., Chair
1539 Annual Fund	1226 Fine Arts Dept., Chair	1270 Psychology Dept., Chair
1221 Art Gallery	1418 Food Court, Manager	1864 Purchasing
1374 Assistant to VP for Student Affairs	1388 Food Service Dept.	1020 Registrar
1515 Athletics	1200 Foreign Language Dept., Chair	1335 Religion Dept., Chair
1220 Audio-Visual Services	1268 Geology Dept., Chair	1350 Religious Studies (Graduate)
1381 Backstage Programming Activities Committee	1LSU Gold Card Account Manager	1550 Resident Life Office
1418 Backstage, Manager	1516 Golf, Men's Coach	991-2117 Resident Student Association
1229 Barber Shop	1005 Grimoire	1309 Roster Office
1516 Baseball, Men's Coach	1527 Hayman Hall Front Desk	1042 School of Arts & Sciences, Dean
1518 Basketball, Men's Coach	1090 History Dept., Chair	1040 School of Business, Dean
1525 Basketball, Women's Coach	1360 Honors Center	1234 School of Continuing Studies, Dean
1203 Bilingual-Bicultural Studies (Graduate)	1869 Housing Utility Building (HUB)	1430 School of Nursing, Dean
1245 Biology Dept, Chair	1052 Human Resources (Personnel)	1310 Security and Safety, Director
1573 Building Blocks Child Development Center	1282 Human Services Psychology (Graduate)	1111 Security — Emergency
1055 Bursars Office	1000 Information - Switchboard	1300 Security — Information
1057 Business Program (Graduate)	1375 Information - Union	1299 Sheekey Writing Center
1050 Business Office	1255 Instructional Computing, Director	1416 Small Business Development Center
1048 Campus Ministry	1186 Instructional Materials Center	1516 Soccer, Men's Coach
1396 Campus Store - Main	1857 Intermissions, Manager	1529 Soccer, Women's Coach
1397 Campus Store - Textbook	1948 International Student Services	1108 Social Work Dept., Chair
1075 Career Planning	1030 International Studies Program	1108 Sociology Dept., Chair
1419 Catering Dept.	1002 Jazz/Pep Band	1065 Special Programs, Director
1006 Center for Individual & Family Studies	1214 Language Laboratory	1605 Sports Information
1204 Central & Eastern European Studies, Chair	1203 La Salle-In-Europe Program	1374 Student Affairs
1263 Chemistry Dept., Chair	1003 La Salle Singers	1565 Student Health Services
1398 Collegian	1375 La Salle Union - Information	1371 Student Life Office
1234 Communication Arts (Evening)	1290 Library - Director	1054 Student Loan Office
1844 Communications Dept., Chair	1292 Library - General Information	1385 Students Government Assoc.
1849 Communications, Director	1287 Library - Inter-Library Loans	1516 Swimming, Men's Coach
1050 Comptroller	1287 Library - Reference	1520 Swimming, Women's Coach
1060 Continuing Education for Women	1375 Lost & Found (Union Info)	1516 Tennis, Men's Coach
1615 Co-op Education	1699 Mail Room - Resident Students	1516 Tennis, Women's Coach
1355 Counseling Center	1038 Mail Room - University	1375 Ticket Information
1516 Crew, Men's Coach	1129 Management Dept., Chair	1522 Track, Men's Coach
1108 Criminal Justice Dept., Chair	1182 Marketing Dept., Chair	1519 Trainer (Hayman Hall)
1907 Desktop Publishing	1410 Masque (Box Office)	1187 Urban Studies Center
1540 Development Office	1130 Mathematical Sciences Dept., Chair	1050 Vice President for Business Affairs
1565 Dispensary	1948 Multi-Cultural Affairs	1540 Vice President for Development
1520 Diving, Men's Coach	1054 N.D.S.L. Coordinator	1079 Vice President for Enrollment Services
1520 Diving, Women's Coach	1081 News Bureau	1017 Vice President for Student Affairs
	1701 Non-Profit Management Development Center	
	1762 North Halls Dining	
	1430 Nursing Program (Graduate)	
	1234 Off-Campus Programs	
		0 or 1000 University Operator
		1696 Volleyball, Women's Coach
		1378 WEXP



LA SALLE UNIVERSITY

CAMPUS MAP & DIRECTORY

1 COLLEGE HALL

Campus Ministry and de la Salle
Chapel
Administrative Computing Center
Department Offices:
Accounting
Business Law
Finance
Management
Marketing
Japan Center
Nonprofit Management Center

2 CHRISTIAN BROTHERS RESIDENCE

3 CONNELLY LIBRARY

4 ADMINISTRATION CENTER

Assistant to the Vice President for
Student Affairs
Bursar's Office
Business Office
Career Planning
Dean of Arts and Sciences
Dean of Business Administration
Continuing Education for Women
(CEW)
Graduate Bilingual/Bicultural Studies
(Spanish)
Graduate Education
Graduate Human Services Psychology
Graduate Pastoral Counseling
Graduate Religion
Human Resources & Affirmative Action
Lawrence Conference Room
Master of Business Administration
Master of Science in Nursing
Multi-Cultural and International Affairs
Provost's Office
Registrar's Office
School of Continuing Studies
Student Loan Office
Vice President for Business Affairs
Vice President for Development
Vice President for Student Affairs

5 ROLAND HOLROYD SCIENCE CENTER

Academic Computing Services
Department Offices:
Biology
Chemistry
Geology/Physics
Psychology

6 OLNEY HALL

Academic Discovery Program
Art Museum
Audio-Visual Services
Desktop Publishing
Language Laboratory
La Salle 56
La Salle-in-Europe
Mandell Amphitheater
Radio Studio
Sheekey Writing Center
Women's Studies Program
Department Offices:
Communication
Computer Science
Economics
Education
English
Fine Arts/Music
Foreign Languages
History

Mathematical Sciences
Political Science
Sociology, Social Work, and
Criminal Justice



7 LA SALLE UNION

Backstage/Intermissions
Ballroom
Clubroom (game room)
Dan Rodden Theater
Dunleavy Assembly Room
Faculty Dining Room
Food Court
Food Services Department
Williamson Commuter Lounge
McShain Conference Suite
Meeting Rooms
Money Access Center (MAC)
Music Room
Student Life Office
Union Information Center
Organization Offices:
Activities Programming Board
African-American Students
League
Backstage Programming
Activities Committee
Collegian
Explorer
Grimoire
Jazz Band
La Salle Singers
Students' Government
Association
WEXP Radio Station

8 MC CARTHY HALL (EAST)

Duplicating/Mailroom

9 MC CARTHY HALL (WEST)

10 HANK DE VINCENT FIELD



11 WISTER HALL

Campus Store/Textbooks
Computing Lab
Government Affairs
L-Stop Convenience Store
Dean of Nursing Program
Department Offices:
Art History
Nursing
Philosophy

12 MC SHAIN HALL

Counseling Center
Honors Center
Department Offices:
Religion

13 BENILDE HALL

Admissions
Alumni Office
Financial Aid
News Bureau

14 URBAN STUDIES AND COMMUNITY SERVICES CENTER

15 ST. HILARY HALL

16 ST. JEROME HALL

17 ST. ALBERT HALL

18 ST. CASSIAN HALL

Television Studio

19 ST. GEORGE HALL

Student Health Services

20 ST. BERNARD HALL

21 ST. DENIS HALL

22 ST. KATHARINE HALL



23 NORTH DINING HALL

24 LA SALLE HALL APARTMENTS

Neighborhood Nursing Center
Small Business Development Center

25 GOOD SHEPHERD

Center for Individual & Family Studies
Clinic for Marriage and Family Therapy
Pastoral Counseling

26 INTRAMURAL ATHLETIC FIELDS

27 ST. TERESA COURT APARTMENTS

28 HAYMAN HALL

Athletics Department
Director of Academic Support
Services for Student Athletes
Director of Recreation and
Intercollegiate Athletics
Kirk Memorial Pool
Recreation and Intercollegiate
Sports Facilities & Training Room

29 ST. EDWARD HALL

30 ST. FRANCIS HALL



31 ST. MIGUEL COURT

Community Center
West Complex Mailroom

32 BUILDING BLOCKS CHILD DEVELOPMENT CENTER

33 FINE ARTS & PRINT STUDIO

34 PEALE HOUSE

President's Office
Institutional Research
Vice President for Enrollment Services

35 GATEHOUSE

Communications/Advertising Office

36 SECURITY HEADQUARTERS

37 GREENHOUSES

38 ART MUSEUM ANNEX

39 JAPANESE TEA CEREMONY HOUSE

40 PHYSICAL PLANT ADMINISTRATION

41 ST. JOHN NEUMANN

South Complex Mailroom

42 JAMES J. BINNS FITNESS CENTER

43 CHRISTIAN BROTHERS RESIDENCE

44 presently not in use

45 RESIDENT LIFE OFFICE

North Halls Complex Mailroom

46 HOUSING UTILITY BUILDING

PARKING LOT A

Faculty and staff

PARKING LOT B

Student

PARKING LOT C

Faculty and staff

PARKING LOT D

Student

PARKING LOT E

Student

PARKING LOT F

Student

PARKING LOT G

Student

PARKING LOT H

Student



INFORMATION FOR THE
PHYSICALLY CHALLENGED
Building Access
Parking (Security will provide
assistance)





La Salle University
Student Life Office - Box 835
1900 West Olney Avenue
Philadelphia, Pennsylvania 19141-1199